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**Specialized Cost Analysis
Support (SCAS)
Handbook**

Coordination

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1. INTRODUCTION

a. The **purpose of the specialized cost analysis support (SCAS)** contracts is to provide non-personal services to the Space and Missile S ystems Center (SMC) **financial management and comptroller staff with the capability to accomplish** responsive and enhanced cost analysis support and SMC **program financial status data to Headquarters** Air Force Materiel Command (AFMC) and SMC **system program offices (SPO's)**. The SCAS contracts shall be **administered** in accordance with DoDD 4205.2, **Acquiring and Managing Contracted Advisory and Assistance Services (CAAS)**, and AFMCR 70-4.

This document provides SMC **policy and instructions** on how to prepare all documents required for delivery orders on the SCAS contracts. A checklist containing the basic steps required to process a SCAS delivery order is provided in Attachment 1.

b. The delivery order, also referred to as "task statement," is the basis for the support an organization receives from a SCAS contractor- Delivery orders shall be based on the SCAS contract Statement of Work (SOW) **and its attachments**. The SOW and **related attachments** —. — .— contains a "menu" of tasks the SCAS contractors may perform. The SOW defines tasks in the following eight disciplines:

- (1) General administrative, informational, management, data gathering, **preparation**, documentation and reporting support (including **interface meetings/progress** reviews)
- (2) Comprehensive cost **studies/analyses/estimates/** special studies & excursions, **technical/risk, cost/risk** and **schedule/risk** assessments
- (3) Cost-related research
- (4) Training
- (5) Acquisition reports
- (6) Program control
- (7) **Commitment/expenditure/obligation** reconciliation
- (8) Cost performance & schedule analysis and in-plant performance measurement system reviews

c. The following prime contractors may provide manpower support in accordance with delivery order tasks under the SCAS contracts:

- (1) EER Systems Corp.,
Contract **F04701 -95-D-0002**,
Small **Disadvantaged** Business
- (2) Management **Consulting & Research, Inc.**,
Contract **F04701 -95-D-0003**,
Small Business

- (3) **Tecolote Research, Inc..**
Contract **F04701-95-D-0004,**
Small Business

2. GENERAL INFORMATION

a. **Scope.** The SCAS contracts are for professional ~~service~~ intended to ~~supplement~~ SMC resources by providing work as identified above in support of the Comptroller's staff. SCAS is neither a substitute for acquisition contractors nor a wholesale replacement for Air Force ~~Manpower resources~~. The emphasis is to provide high quality support to program offices during periods of Peak/surge demands or when peculiar skills/expertise are required temporarily.

b. **Contract Type.** The SCAS contracts are firm fixed price/indefinite quantity ~~type~~ contracts, with cost reimbursable other direct cost (ODC). The ~~only~~ charges allowed under these contracts are for direct labor, computer time, travel and per diem (out of the local area only). reproduction, phone and mail charges (directly related to data collection efforts only). and G&A. No hardware or software may be acquired and personal services are strictly forbidden, ~~Furthermore, no equipment purchases are authorized under the SCAS contracts. A SCAS contractor cannot manage or direct government or acquisition contractor personnel. A SCAS contractor cannot be directly responsible for the expenditure of government funds. Also, Air Force program office personnel are not permitted to act as supervisors over SCAS contractor personnel; however, SPO personnel are responsible for the technical oversight and performance evaluations on SCAS contractor efforts.~~

c. **Personal Services.** Each program ~~office~~ is responsible for ensuring that no personal services or tasks considered purely governmental in nature are provided by a SCAS contractor.

d. **Funding.** Full funding of task orders is required for all delivery orders. Incremental ~~funding~~ is not allowed.

e. **Security Classification.** ~~Tasks can be~~ issued up to TOP SECRET. If you require the contractor to have access to information with a higher or specialized classification, please contact the SCAS program manager to begin processing the required changes to the DD Form 254.

f. **SCAS Focal Points.**

(1) See Attachment 13 for a list of the points of contact.

(2) Each using program ~~office~~ will assign a **functional** area evaluator (FAE) for every delivery order it has issued. This person will be the single point manager for all paperwork, approvals and issues arising on a task. This person is the one most familiar with the

work being performed by the contractor. One individual can be the FAE on more than one task, but each task can only have one FAE.

SCAS Reporting. In order to ensure the most possible product, timely and accurate reporting is essential. The SCAS program manager should be immediately notified of any task order performance problems. Such reporting is essential to identify and correct performance problems either with a contractor or in a given functional specialty. Program office FAEs are responsible for evaluating performance and providing feedback on 31 Jan and 31 Jul of each year and at the end of each delivery order.

3. PROCEDURES

The entire process takes approximately 120 days from requirement identification to contract award so plan accordingly.

a. **Orientation.** As soon as a program office decides it may like to acquire SCAS support, the assigned FAE shall meet with the SCAS program manager to review the details of the SCAS basic SOW, surveillance plan, the delivery order process, requirements, focal point responsibilities, and SMC policy on SCAS use. Each individual is only required to have this training once for the SCAS contracts. The SCAS program manager is responsible for ensuring any changes to procedures are briefed to the FAEs. See Attachment 3 for the checklist for processing delivery orders.

b. **Delivery Order Initiation.** The program office will develop a task statement and any required SOW describing the task and ensure the desired tasks are within the scope of the SCAS contract prior to submitting a request for contractor support. SCAS task statements shall be within the scope of the SCAS contract SOW. The task statement paragraphs shall reference the basic contract SOW paragraph numbers to show the direct correlation. The task statement must be submitted in the following format:

1.0 Scope and Objective - Give overall objective for the task.

2.0 Background - State why this work is required and any limitations on the amount of work to be completed (e.g., only certain segments of the program to be reviewed). Historical information on tasks related to your current task should be referenced here.

2.1 Reference Documents - You can reference Attachment 3 of the basic SOW. If you need to reference a document that is not listed in Attachment 3 of the basic SOW then list it in this section.

3.0 Requirements - Identify the tasks the contractor will be responsible for managing and performing. See Attachments 5, 7, and 9.

3.1 Compliance Documents - Identify all the documents in paragraph 3.1 of the basic SOW the contractor must comply with. If none are applicable, state none.

3.2,3.3,3.4, etc... - Include subparagraphs describing the task in enough detail so that ANY of the **three** contractors could perform the task without contacting **the** government for further instructions. Use the subparagraphs for the basic **structure** of your task statement and add program specific details. Each **subparagraph** should reference to **the** specific p-graph(s) in the basic SOW that contain the description of the work being requested. Reference the sample task statements (Attachments 5, 7, and 9) for guidance on the **level** of detail that a SCAS task statement should contain. If the subtask you reference is exactly how it is written in the basic SOW then you simply need to make a reference to the basic SOW paragraph.

4.0 Deliverables - Reference the CDRL list as Exhibit A to the task statement.

5.0 Period of performance - This can be actual dates or the duration of the task. Unless you require work to be completed by a **certain** date, you should use the duration in the task statement. The following statement must be included under this section: (See Delivery Order [70F - PART I. SECTION F OF THE SCHEDULE] for **actual** period of performance).

6.0 Security Requirements - Describe the highest security requirements for this task (unclassified, proprietary, **secret**, etc...).

7.0 Government Furnished Property/Equipment/Information - Describe any products the government **will** provide to the contractor upon award of the delivery order. This listing will include any special software or items the contractor must use to perform the effort (e.g., previous estimates to be updated, cost models and government developed software products).

8.0 Point of Contact - Name, office symbol, and phone number of the FAE.

Exhibit A CDRL Sheet - This sheet is an exhibit to the task **statement** listing all deliverables required for the task by **CDRL** number with due dates, delivery format (e.g., hardcopy or magnetic media), delivery **location**, and delivery quantities. Unless you require a document by a certain **date**, you should use DADO references in the task statement.

c. **CAAS Operating Plan Development.** Prepare and submit the CAAS operating plan for the effort using the outline below. See Attachment 10 for a sample CAAS operating plan. **Make sure your CAAS operating plan is signed.**

I. Task Description - Brief description of the work being requested Since you must include the task statement and **CDRLs** with this plan, you can reference these documents.

II. Task Justification - Why are you required to **perform** the work. Cite regulation, tasking memo, etc.

III. Estimated Cost - The program office is required to prepare and **independent government** cost estimate for the effort to be contracted. This estimate consists of the following items.

A. **Contractor Costs** - A high and low (based on highest **and lowest** contractor rates) estimate of the cost of contracting for this work. If possible, use historical data in calculating the estimate for the task. These are government developed estimates, not **contractor** developed estimates. Include the methodology used to determine the number of hours required **as well** as ODC. If there is substantial travel anticipated, list destinations and number of trips anticipated.

B. **In-House Cost**, - Your estimate of the cost for **the** government to perform this work. In-house **support** is defined as any government personnel capable of doing this work, regardless if they are in your organization or not. Include the same information as in the contractor costs section. If the effort or ODC is **different** for the in-house estimate, **explain** why the difference exists.

IV. Contractor Support .- _____

A. Provide rationale for using contractor support instead of in-house resources.

B. (To be completed after receipt of statements of capabilities) Provide a justification for employing a specific contractor, if desired. State the capabilities of the preferred contractor that makes them the only or best option for performing the proposed task and why the other contractors cannot do the work using the statements of capability requested **from** all three SCAS contractors. If you have no preference, simply describe the capabilities **of** the contractors. The TOC Board has the final decision on the contractor selected. All task statements are required to have a contractor and in-house cost estimate in order to be processed.

d. **Document Review.** Submit the task **statement** CDRLs (if required), and CAAS operating plan (Sections I through VIA) to the SCAS program manager.

e. **Document Revision.** Complete any changes to documents as requested by the PCO and the SCAS program manager. Submit revised documents to the SCAS program management office. **All** changes to the task statement must be made before statements of capability are requested from the contractor.

f. **Statements of Capability.** **All** SCAS contractors must be given an opportunity to review the task statement and describe their capability to **perform** this work. The task statement shall be included as an attachment to this request. The letter requesting these statements of capability is completed by the SCAS program manager and signed out by the contracting **office** and must require the **following** items, at a minimum:

Number of equivalent hours available in the contract ceiling

Manpower available to perform the task to include the number, skills, and security clearance (if task requires classified work) of the employees. No employee names are to be included. **Also** list subcontractors if their use is contemplated
Previous experience doing similar tasks, if any
Approach to performing the task
Rough order of magnitude estimate of EHs and ODC required
Any **GFP/GFE** required to perform the work requested.

You can either have the contractors deliver written statements, or they can brief them to you. There must be a hardcopy document of whatever is prepared for the contract files. The contractors **will** be given at least 5 working **days** to prepare this **document/briefing**. To ensure the contractor has enough room to cover the 6 bullets, a minimum of three pages **will** be allowed for the statements of capability. The format (hardcopy or briefing) and length chosen for the statements of capability must be the same for all contractors. If one contractor comes in to brief, **all** must be given the opportunity to brief. The contractors are required to submit a statement of capability or a letter stating that they do not wish to be considered for the delivery order.

In order for the SCAS program manager to complete the statement of capability letter, the **F&E** must **inform** the SCAS program manager of any **special** topics they want the contractors to address in their statements of capability. Please give this information to the SCAS program manager when you **submit** your revised task statement. If no request is given, the SCAS program manager will request the statements of capability be given in written format.

g. Complete CAAS Operating Plan. Complete Section **IVB** after receipt of statements of capability and submit to the SCAS program management **office**. Ensure the SCAS program manager has a signed copy of your CAAS operating plan.

h. TOC Board. Attend TOC Board meeting to determine which of the three SCAS contractors will perform the task. A copy of the task statement, **CDRLs** and sections **I** through **IVB** of the **CAAS** Plan must be provided to the SCAS program manager prior to scheduling of the **TOC** Board for distribution to the members. Members will be given at least **2** business days to review the information to be discussed at the TOC Board.

As individual task requirements are identified and validated, they will be submitted to the TOC board consisting of representatives **from SMC/JAN** (legal), **SMC/PKRB** (PCO), **SMC/FMC** (Cost division), **SMC/PKO** (competition advocate), and **SMC/FMBI** (SCAS program manager). They **will analyze** individual task statements for:

1. **Skills** required to perform the task;
2. Quantity of **personnel** required to perform the task;
3. Similarity to previous **tasks** (if any) which might reduce effort required;
4. Availability of government **personnel** to perform the task.

The TOC board will then compare the results of their analysis to the present capabilities of **all** the **contractors**. **The** TOC boards decision will be based on the following criteria:

1. Availability of appropriately skilled personnel;
2. Availability of required quantity of personnel;
3. Demonstrated experience in previous tasks which might reduce effort required;
4. Equitability of tasks between contractors;
5. Special situations unique to this task order.

As a result of the analysis, the TOC board will recommend to the PCO the placement of the individual orders with the individual contractors.

i. **Cost Proposal.** Review cost proposal when received and inform the SCAS program manager and/or the PCO if the contractor's cost proposal is not acceptable and requires revision. After the request for cost proposal letter is sent out, any changes to the task statement must be coordinated with the contractor to ensure the changes do not affect the proposed costs. causing delays in the final processing of the task

ii. **Technical Evaluation.** The program office is responsible for evaluating the contractor's cost proposal. The price will be based on direct labor rates and reimbursable costs, Direct labor rates are based on the rates defined in the contracts, for each particular labor category, both prime and subcontractor(s). Material and travel costs (approved by the PCO) incurred by the contractor in the performance of the task statement are reimbursable. The contractor shall not exceed either the total hours or dollars on each order. The contractor is required to bill and will be paid at the actual rates negotiated for himself and/or his subcontractors. Prepare and submit the technical evaluation to the program management office. Attachments 6 and 8 are examples of technical evaluations. Below is an outline for the technical evaluation:

1) Introduction. Include the following:

- (a) contractor name
- (b) contract and task number
- (c) date of cost proposal
- (d) date of technical evaluation
- (e) description of any discussions held with the contractor to complete the evaluation as well as any changes made as a result of these discussions. This includes changes to either the cost proposal or task statement. Also include any discussions held with the contractor prior to submittal of the cost proposal to help them scope the work to be performed. Include dates for these items.

(f) list of all sections in the evaluation. All of the sections in the following paragraphs must be separately identified in the technical evaluation. If there is a section that does not apply, include the heading and state that it does not apply and why.

2) Evaluation of Labor. Include a breakout of the hours by labor category and breakout by task statement paragraph with a descriptor of the work to be performed by each labor category in the task statement paragraphs.

3) Evaluation of Other Direct **Costs** (except **travel**). Include a discussion of each category of ODC proposed (reproduction, computer, and long distance phone/mail charges for data collection) by the contractor to include why the charge is **necessary**. Phone and mail charges for normal interface with the government is not separately reimbursable.

4) Evaluation of Travel. Includes airfare, per diem, and rental **car** costs for **task** related travel. Each trip must be listed and justified. Local travel is **not** separately reimbursable.

5) **FIP** Resources. State whether **FIRMR** applies to your task (see paragraph **k** for requirements). **Also** include a chart that shows a build up of **what** type and how much (\$ and %) **FIP** resources are to be used on the task. The **table** must be included even if **FIRMR** does not apply.

6) Period of performance. State the period of performance. This must match what is in the task statement.

7) **Security Statement**. State the security classification of the task statement. This must match what is in the task statement.

8) **Signature block and signature of evaluator.**

k. Process CSRD. Process a **CSRD** (AF Form 3215) through **SMC/SC** (computer SPO) if **FIP** costs on the proposal are more than 20% of the total cost or \$500,000, whichever is less. The definition of **FIP** resources is defined in **FIRMR** Bulletin A-1. **FIP** resources include any labor effort requiring the use of computer resources (except transcription) and computer usage charges in ODC. These items will be separately identified on the proposal. **CSRDs** must be routed through the SC focal point within your organization before going over to SC. See Attachment 11 for instructions on how to process the **CSRD**.

L Process funding document. All **SMC** organizations located at **1 ADAFR** will prepare and process an **AFMC** Form 36 (purchase **request**, **PR**) for the amount of the delivery order. This document can be completed as soon as the contractor is identified for the **task**; however, we suggest that you wait until you have reviewed the cost proposal to make sure you include the right amount of **funding** so you won't have to amend the **PR** to add or remove funds. The **PR** shall include the contract and **delivery** order numbers. The original funding document must be **forwarded** to the **SCAS** program manager. Other locations supported by these contracts can submit the **appropriate funding** document (e.g., **AF** Form 616 or program directive).

m. Final program management office processing. The **FAE** shall ensure the **SCAS** program manager has all the information necessary to submit the task order to the **PCO**. The package is passed to the **PCO** for issuance of a **delivery** order by **SMC/PKR**. If there is an urgent need for work to commence, the **FAE** should request the contracting **officer** to issue an "effective date" letter permitting the contractor to work at risk until the delivery order is formally issued.

Policy on Effective Date Letter Requests. In **unusual** circumstances, if contract performance must commence prior to distribution of the delivery order or contract **modification**, the program office must describe the mission impacts which **would result** if performance does not begin by a **specified** date. All requests for **effective** date letters **require** adequate justification and the endorsement of the 2-Letter **Office** (i.e., signed by the program director). See Attachment 12 for a sample effective date letter.

n. Change in FAE. Program offices are required to **notify the SCAS** program manager of any changes to the FAE. FAE changes are submitted to **SMC/PKR** and become a part of the official contract files.

o. Interim Surveillance. The FAE is required to submit semiannual reports on the contractors performance until the task is complete. The SCAS program manager will send out the surveillance checklists on 15 Jan and 15 Jul.

p. Monthly Invoices. Review the invoices to verify the charges contained on the invoice are **valid**. If you find any discrepancies on an invoice, contact the SCAS program manager so the problem can be resolved.

q. Modification to Delivery Orders. All changes to delivery orders must be coordinated through the SCAS program manager. The extent of the work necessary to implement the change **will** depend on the type of change requested. The following items are required to process changes:

1. Letter **from** the requiring program **office** stating what needs to be changed and a justification for the change.
2. Amended task statement and **CDRL** sheet. Change the date on the **task** statement and bold any area where changes are made.
3. A cost proposal from the contractor detailing how the change **affects** the cost of the delivery order or a letter stating that the change does not impact the cost of the delivery order.
4. A technical evaluation of the cost proposal, if costs are impacted. (ODC and EH changes require a cost proposal even if the change does not **affect** the overall cost of the **delivery** order)
5. New or amended funding **document**, if there is an increase in the cost of the delivery order.
6. Amended **CSRD** if increased effort requires increased **FIP** resources not covered by the original **CSRD**.

When requesting an increase to the scope of the effort, the maximum increase is **35%** of the original EHs put on the delivery order. For example, if you have a task that was originally issued for 8,000 EHs and you have already **increased** the effort by 1,000 EHs. Now you want to increase the effort **again**. The most you can increase it by is 1,800 EHs because the total of **all** amendments cannot exceed 2,800 EHs (**8,000*0.35**).

r. **Delivery Order Completion.** **Delivery orders are** considered complete at the earliest :

1. Delivery of the required **final** product (e.g., data item);
2. The expiration of the delivery order period of performance;
3. The expenditure of the funds allocated to **the delivery order by the** program office.

The SCAS program manager will forward the final **DD Form 250** provided by the SCAS contractor to the **FAE**. The FAE must assure the DD Form 250 is correct and sign within **two working days** if the work has been completed satisfactorily. If the work has not been completed satisfactorily, the FAE must immediately notify the SCAS contractor's **task** leader, the **SMC** SCAS program manager and the SCAS PCO. The SCAS program manager will convene a meeting which includes the program office, the contractor, and the **SCAS PCO** to resolve the issues precluding signing of the DD Form 250. Signing the DD Form 250 has serious ramifications of which the FAE must be **fully** aware. Attachment 3, "FAE Responsibilities," emphasizes the importance of the DD Form 250. This is mandatory reading for all FAEs. The FAE will also forward a copy of the final performance evaluation report to the SCAS program manager.

Attachment 1

Checklist for Processing Delivery Orders

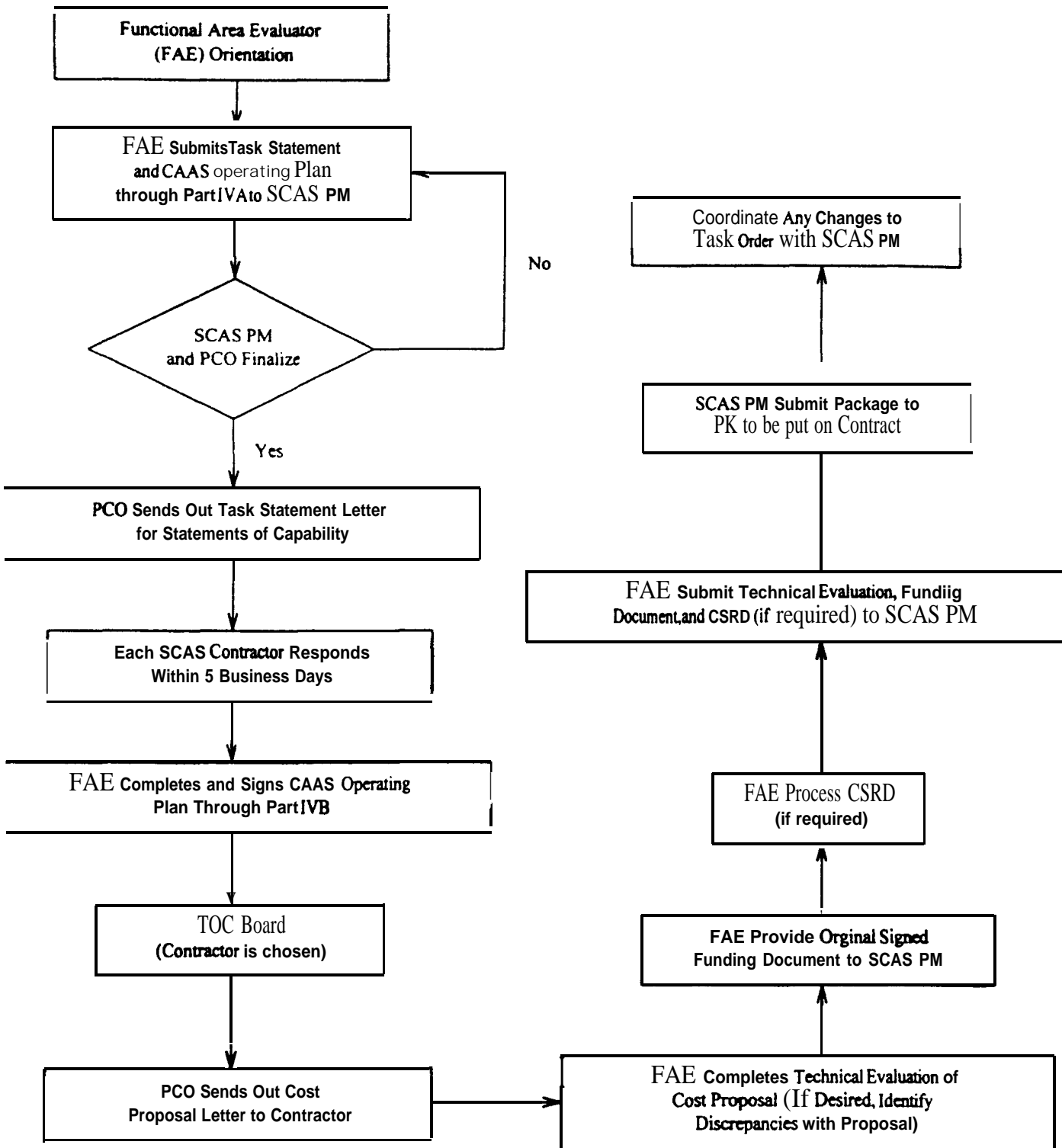
Checklist for Processing Delivery Orders

1. Determine whether the work required is within scope of the SOW,
2. Receive FAE training from the SCAS program manager.
3. Prepare task statement and CDRLs (if necessary).
4. Prepare CAAS operating plan sections I through IVA.
5. Send SCAS program manager a copy of the task statement, CDRLs (if required), and CAAS operating plan sections I through IVA for the initial document review.
6. Complete any changes to the documents as requested and submit revised documents to the SCAS program manager.
7. Review statements of capability and complete section IVB of the CAAS operating plan. Submit a signed copy to SCAS program manager.
8. Attend TOC Board Meeting.
9. Perform technical evaluation of the cost proposal and forward a signed copy to the SCAS program manager.
10. Process CSRD, if required.
11. Send original finding document to SCAS program manager.
12. If desired, submit an effective date letter.
13. Review monthly invoices for accuracy.
14. Maintain a surveillance folder for each delivery order.
15. Contact the SCAS program manager when changes are required on the delivery order.
16. Complete performance evaluations by 31 Jan and 31 Jul of each calendar year and a final evaluation at the end of the task.
17. Complete performance evaluation, review DD Form 250, and return both to SCAS program manager.

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Attachment 2

SCAS Flow Chart

SCAS Task Order Process



Attachment 3

F&E Responsibilities

FUNCTIONAL AREA EVALUATOR (FAE) RESPONSIBILITIES

1. The fictional area evaluator (FAE) has the following duties under the SCAS contract:

- a. Surveillance over work performance.
- b. Review and recommend approval or rejection of inspection/acceptance documents (DD form 250's). Complete surveillance plan and return to SCAS program manager.
- c. During any planned absence ensure that the SCAS program manager is informed and an alternate FAE is available to answer inquiries and to monitor continuing progress.
- d. Notify the SCAS program manager and PCO of any noted deficiencies.
- e. Provide semiannual evaluation (Jul and Jan) of contractor's performance.

2. In addition to the official contract delivery order file maintained by the contracting officer (SMC/PKRB), each FAE is required to maintain a surveillance folder (reference SCAS surveillance plan).

3. FAEs cannot change the scope of work, delivery dates, labor and material commitments, or other terms and conditions of a delivery order. Changes to SCAS delivery orders may only be initiated by a contracting officer. All proposed changes must first be brought to the contracting officer's attention. They are then reviewed to determine whether the changes may be accomplished within the terms of the contract. The contracting officer then requests, in writing, a change proposal from the contractor. The changes can only be implemented after concurrence by the contracting officer. The change is documented and issued by a formal contract document (modification) signed by a duly authorized contracting officer.

Attachment 4

CDRLs

CDRLs

You must **reference** a CDRL number for all deliverables requested on the delivery order. The **CDRLs** included in the basic contract contain the most stringent reporting requirements. You can tailor out anything that does not apply to your task. The only **CDRLs** that cannot be changed are **A001, A006, A011, and A032**. If using **CDRLs** already identified in the basic contract, **only** the **CDRL** sheet is required; however, if you request a new **CDRL**, a DD Form 1423 is required for each new **CDRL**. Please ensure the SOW paragraph you reference has the **CDRL** you want.

To help you muddle through the **CDRLs** here is a key.

AOO 1- status report for the task **managers/FAEs**

AO02 - generic report for **analyses/estimates** that do not require any specific content or format other than what is stated on this **CDRL**. For Bluebooks see A021.

AO03 - documentation for any computerized tools developed by contractors

AO04 - briefing charts and other presentation materials

AO05 - trip report

AO06 - plan on how the contractor intends to proceed with the task

AO08 - teaching materials for training courses

AO09 - student materials for training courses

AO10 - minutes for any meeting held with or by the contractor which needs to be documented. This is important for meetings concerning decisions that impact the scope of the work or contractor problems. These actions require the involvement of the PCO and contract manager.

AO11 - schedule chart accompanying the status report

AO12 - Program schedule report

AO13 - documentation of efforts for Obligation/Expenditure tasks

AO 14- DAES formats

AO15 - SAR format

AO16 - MAR format

A017 - CARD format

AO18 - POM. Since the format of this submission changes every year, you must provide the format to the contractor in this **CDRL**.

AO 19- BES. Since the format of this submission changes every year, you must provide the format to the contractor in this **CDRL**.

A020 - C/S review documentation

A021 - bluebook format

A022 - Cost Model (CER) documentation

A023 - Cost Study (non CER or Database) documentation

A024 - Cost Database documentation

A025 - procedures for collecting, organizing and normalizing data

A026 - COEA format

A027 - CCDR plan format

A028 - collect any data developed by the contractor in support of the task which is not formally requested on a **CDRL**. The information is delivered in whatever format the contractor **has** developed. To put this information in a specific format, you must include a **CDRL**.

A029 - description of company procedures for charging work and costs to the **delivery** orders. This CDRL will be requested one time from the contractor **by** the contract manager. If you want to see these procedures, we **will** provide you with a copy.

A030 - President's Budget format. Since the format of this submission changes every year, you must provide the format to the contractor in this **CDRL**.

A031 - APB format

A032 - description of how the contractor will interface **with** subcontractors. This CDRL will be requested one time from the contractor by the contract manager. If the contractor has multiple subcontractors, the contractor can either submit one document covering all subs or develop separate documents for each. If you want to see these procedures, we will provide you with a copy.

Attachment 5

Sample Cost Estimating Task Statement

ATTACHMENT 1

TASK STATEMENT

FOR

COST ESTIMATING SUPPORT

ABC PROGRAM OFFICE

XX XXX9X

THIS ATTACHMENT, INCLUDING COVER, CONSISTS OF FIVE PAGES

**COST ESTIMATING TASK STATEMENT
FOR THE
ABC
PROGRAM OFFICE**

1.0 SCOPE and OBJECTIVE

This effort specifically provides Space and Missile Systems Center (SMC) with Life Cycle Cost (LCC) Estimating (i.e.: development, procurement, sustainment, operations & support) support for the ABC program office in support of milestone decisions and higher headquarters **tasking/analyses**. The objective of this task is to prepare a program life cycle cost estimate, architecture trade studies, and payback analyses for the ABC program office.

2.0 BACKGROUND

In the past few years, the ABC program office has grown to include the Consolidated Space Operations Center (CSOC) and the automated remote tracking stations (ARTS). Additionally, the communications, and command and control segments have begun concept and design activities. Consequently, cost estimating support is required to perform (1) a program office estimate (POE) for the current baseline system, (2) and architecture trade studies and payback analyses on future systems which will have a future impact on the POE.

2.1 Reference Documents: Refer to the documents in Attachment 3 of the basic contract of exact issue, while performing tasks in the **pertinent/applicable** area(s) for additional information.

3.0 REQUIREMENTS

The tasks for this effort are listed below. Some SOW paragraphs have been tailored and are written in full in the task statement. Associated due dates are listed in Exhibit A, CDRL sheet, in terms of days **after** date of order (DADO).

The contractor shall **perform** only the work described **in** this delivery order issued by the contracting **officer**. All analyses and assessments shall be subject to government approval. No task work shall be initiated by the contractor without a completed (authorized) delivery order issued (executed) by the contracting officer.

3.1 Compliance documents: The contractor shall comply with the requirements of the following documents of exact issue **shown**, to the extent tailored in the specific delivery orders, when performing tasks in the pertinent areas:

SOW paragraph 3.1.4.

Cost Estimate Guidelines --23 Mar 95

3.2 Subtask 1: Kick-Off **Briefing/Meeting**

SOW paragraph 3.2.2.1

3.3 Subtask 2: Task Plan

SOW paragraphs 3.2.1.2, 3.2.2.2, 3.2.2.3, 3.2.2.6, 3.2.2.8

3.4 Subtask 3: Technical Estimating Baseline

The contractor shall review and update the existing technical estimating baseline as required. The technical estimating baseline shall be used as the basis for the development of the PCF. (SOW paragraph 3.3.1)

3.4.1 Subtask 3a: Draft **Work Breakdown Structure (WBS)**

The contractor shall **modify** the **WBS** index and dictionary as required to support estimating activity (SOW paragraphs 3.2.2.5) with emphasis on isolating and capturing nonrecurring, recurring, and support costs into separately identifiable, **segregable** and distinct programmatic effort that directly relates to specific technical content as described in the program office specifications, technical documentation and direction. The cost estimate **WBS** will ensure that all costs are captured accurately, reliably and as completely **as** possible.

3.4.2 Subtask 3b: **Identify** Risk Drivers

The contractor shall **identify** the specific technical parameters that have the greatest influence on the cost of the existing elements. Parameters that account for more than 20% of the cost of the prime mission product should be identified. (SOW paragraph 3.3.4.7).

3.4.3 ~~Subtask~~ 3c: Document Technical Baseline

The contractor shall document the technical baseline for the program office estimate in a separate appendix in the bluebook. (SOW paragraph 3.3.1)

3.5 Subtask 4: Collect Data

SOW paragraph 3.2.2.7.3

3.6 **Subtask 5: Program Cost Estimate (PCE) Bluebook**

SOW paragraph 3.3.4.9

3.6.1 Subtask 5a: Draft **Program** Cost Estimate Bluebook

SOW paragraphs 3.2.2.4, 3.2.2.8, 3.2.2.9, 3.2.2.11, 3.3.2.1, 3.3.2.2, 3.2.2.12, 3.3.4, 3.3.3.4.4, 3.5.1.5.3

3.6.2 Subtask 5b: Perform Architecture Cost Trade Studies and Payback Analyses

The contractor shall fully perform and document all the AFSCN architecture cost trade studies and payback analyses in accordance with all pertinent guidance, regulations, handbooks and public laws (SOW paragraph 3.3.4.6.1) for inclusion as an identifiable addendum to the PCE. The contractor can expect to perform at least three architecture cost trade studies analyzing approximately 10 different options in each study. Additionally, the contractor can expect to perform at least 2 payback analyses of major upgrades to the AFSCN.

3.6.3 Subtask 5c: What if

The contractor shall support quick turnaround “what if” exercises with estimates and appropriate analysis. The contractor can expect to perform approximately ten “what if” exercises. (SOW paragraph 3.3.4.6.1.16)

3.6.4 Subtask 5d: Final PCE Bluebook & Database

SOW paragraph 3.3.4.10.2

3.7 **Subtask 6: Interface Meetings/Progress Reviews**

SOW paragraphs 3.2.1.5.1.2, 3.2.1.5.2, 3.2.1.6.2, 3.2.1.6.2.1

3.8 **Subtask 7: Contractor Personnel**

SOW paragraphs 3.2.1.1.1.1, 3.2.1.1.1.1.1, 3.2.1.1.1.1.2, 3.2.1.3

4.0 **DELIVERABLES**

See Exhibit A for CDRI list.

5.0 **PERIOD OF PERFORMANCE**

The period of performance for this cost estimating support effort shall be 365 days. (See delivery order [70F - PART I. SECTION F OF THE SCHEDULE] for actual period of performance).

6.0 SECURITY REQUIREMENTS

The contractor shall be required to work with classified material up to the Top Secret Special Background Investigation (SBI) level with national programs.

7.0 GOVERNMENT PROVIDED DOCUMENTATION

The ABC program once will provide all current cost documentation to the contractor. This documentation will be a compilation of cost estimate support performed under task

8.0 POINT OF CONTACT

The POC for this task statement is Capt World B. Free, SMC/AB, 3-XXXX.

EXHIBIT A

CONTRACT DATA REQUIREMENTS LIST (CDRLs)

FOR

ABC PROGRAM OFFICE

COST ESTIMATING SUPPORT

XX XXX 9X

THIS ATTACHMENT INCLUDING COVER, CONSISTS OF TWO PAGES

Exhibit A
ABC Program Office

SUBTASK	DELIVERABLE	CDRL	FORMAT	# COPIES	DUE DATE
1	Kick-Off Briefing/Meeting	A004	H	1	5 DADO
		A011	H	1	5 DADO
2	Task Plan Draft	A004	H/M	1	15 DADO
		A006	H	1	15 DADO
		A011	H	1	15 DADO
	Final	A006	H/M	2	5 AROC
3a	WBS/Plan	A021	H/M	1	15 Jun 95
3b	Risk Drivers Identification	A021	H/M	1	15 Jun 95
3C	Technical Baseline	A021	H/M	1	15 Jun 95
4	Data Collection	A021	H/M	1	15 Jun 95
		A028	H	1	10 AROC
5a	Draft Program Cost Estimate (PCE) Bluebook	A004	H	1	15 Jun 95
		A021	H/M	2	15 Jun 95
5b	Trade Studies/Special Studies	A002	H/M	1	As required
		A004	H	1	As required
5C	"What ifs"	A002	H	1	As required
5d	Final PCE Bluebook	A004	H	1	10 AROC
		A021	H/M	2	10 AROC
7	Financial and Status Reports	A001	H	2	Monthly
		A004	H	2	Monthly & As Required
		A011	H	2	Monthly

H = Hard Copy
M = Magnetic Copy
R = Reproducible Copy

DADO = Days After Delivery Order
AROC = After Receipt of Comments

Attachment 6

Technical Evaluation of Cost Proposal Cost Estimating Task

—

**TECHNICAL EVALUATION OF
ABC SPO COST ESTIMATING SUPPORT
CONTRACT F04701-95-D-0004**

Contractor/Delivery Order#: F04701 -95-D-0004/0003

XX XXX 95

Period of Performance: 12 months (365 days)

Technical Evaluator's Name: Capt World B. Free

BACKGROUND: This proposal was submitted to provide Space and Missile Systems Center (SMC) with life cycle cost (LCC) estimating (i.e.: development procurement, sustainment, operations & support) support for the ABC program office in support of milestone decisions and higher headquarters tasking/analyses. The objective of this task is to prepare a program life cycle cost estimate, architecture trade studies, and payback analyses for the ABC program office.

A complete evaluation of the proposal has been made and is documented in the following format:

- 1) Evaluation of labor
- 2) Evaluation of other direct costs (except travel)
- 3) Evaluation of travel costs
- 4) Evaluation of computer resource requirements
- 5) Period of performance
- 6) Security clearance

I. Evaluation of Labor

TECOLOTE

LABOR

Skill Level (Labor Mix)	Level of Effort (#of Equiv. Hrs)			Labor Rate (\$)	cost
	Proposed	Min	Max		
Senior Technical Expert	3,524	2,230	3,524	\$50.81	\$179,054
Senior Task Leader	1,121	709	1,121	50.81	\$56,958
Senior Analyst 2	6,873	4,352	6,873	50.81	\$349,217
Senior Analyst 1	2,350	1,487	2,350	50.81	\$119,404

Junior Analyst	4784	2,409	4,784	50.81	\$243.075
Data Technician	<u>975</u>	<u>939</u>	<u>975</u>	<u>50.81</u>	<u>\$49,540</u>
	19.627	12,126	19,627 X	50.81 =	\$997.248

The total hours proposed by the contractor (listed below) reflects the requirement specified by the Statement of Work. These hours areas follows:

Labor	Category	SOW Paragraph						Total Hours	Equivalent Hours
		3.1	3.2	3.3	3.4	3.5	3.7		
SR Task Leader	9	30	154	123	251	63		630	1121
SR Tech Expert	0	0	968	376	592	0		1936	3524
SR Analyst 1&2	19	75	2645	705	3115	94		6653	9223
JR Analyst	0	0	870	478	1555	0		2903	4784
Data Technician	115	80	182	201	464	162		1204	975
Total Labor Hours	143	185	4819	1883	5 9 7 7	319		13326	19627

Contractor's proposed work under this task is in accordance with the task statement of work for the ABC program office to perform cost estimating **support**. The government's minimum and maximum estimated equivalent hours were based on historical data of previous cost estimating task (tasks 38,49, and 86 of contract F04701 -87-D-0004; tasks 13 and 31 of contract F04701 -90-D-0001, and task 18 of contract F33657-90-D-0051) requirements and fact finding with the contractor. During fact finding, we discussed the task SOW with **Tecolote** technical personnel and compared the proposed hours to historical hours of previous requirements plus the work to **be** performed under this task. **Tecolote** has laid out a plan to accomplish the required effort, explained their systematic approach, and provided the necessary information to justify the equivalent hours needed to complete the required task.

Senior Technical Expert (STE) (3,524 EHs): The STE 1 (3,422 EHs) will provide independent technical advice in support of cost estimating requirements, estimate structure/content, and cost estimating methodologies; perform **anal ysis**. This person **will** also, provide architectural information to augment technical estimating baselines. Will develop risk analysis procedures tailored to unique requirements and characteristics of the ABC program office; provides interactive guidance **in** preparation of estimates, to include technical completeness and estimating logic; acts as liaison on a regular basis between engineers providing estimating technical baseline and other analysts on the task; etc. The STE 2 (102 EHs) will provide technical advice on cost estimating requirements, estimate structure, cost methodology, and **perform documentation/anal ysis** review. Identifies alternative approaches and resources for any major problem areas. Reviews cost risk analysis and supporting documentation; provide interactive guidance in preparation of estimates, briefings, **documentation**, and training materials: etc.

Senior Task Leader (**STL**) (1121 **EHS**): The **STL** will provide technical advice on estimate structure, cost methodology, and documentation of **requirements**. **constructs** architecture and strategies for cost estimating support. Ensures availability of appropriate resources in preparation of program cost estimates and cost excursions. **Supervises** support to the estimate review preparation process. and the preparation of program status **briefings** and ensures proper follow-up. Provides interactive guidance in **preparation** of estimates, briefings, and documentation. Identifies alternative approaches and resources **for any major problem areas**; review cost risk analysis and supporting documentation; etc.

Senior Analyst 2 (SA 2) (6,873 **EHS**): The SA 2 will perform the task manager function for performance of the task SOW, manage analysts, allocate task resources, and plan task budget. Manages the development of the ABC blue book. Supervise the development of estimates and associated documentation. Provides independent cost estimating support to the ABC program office including the mapping of estimate work breakdown structure (**WBS**) elements into the program office functional **WBS**. Provides support to architecture cost trade studies; specialized **software** estimating support. etc.

Senior Analyst 1 (SA 1) (2,350 **EHS**): The SA 1 will provide independent cost estimating support to the ABC Program Office including the mapping of estimate **WBS** elements into the program office functional **WBS**. Performs risk analysis on estimates including identification of risk drivers. Provides documentation in support of the Program Cost Estimate and related cost trade studies, etc.

Junior Cost Analyst (**JCA**) (4,784 **EHS**): The **JCA** will document **WBS** mapping for program cost estimate; assists in risk driver identification during the performance of cost estimating activities; perform data collection efforts; and assists in performing program cost estimate.

Programmer/Data Technician (**P/DI**) (975 **EHS**): The **P/DI** will assist cost analysts in collecting, organizing, and maintaining cost related data; also assists schedule analysts with database maintenance, report and graphic generation, and compiling and copying estimate. Provides administrative support to the production of the ABC POE; and assists with automated production of briefings, deliverables, and spreadsheets.

The contractor (**Tecolote**) has proposed the appropriate labor skills for this effort and the government takes no exception to the total 19,627 equivalent hours **proposed by the contractor**. We have reviewed the total direct hours, equivalent hour values, and total equivalent hours and found that the above proposed hours and labor skills are necessary to complete the task as proposed.

II. Evaluation of Other **Direct Costs**

OTHER DIRECT COST (ODC) (INCLUDING TRAVEL)

	Proposed	Min	Max	cost
ODC Reproduction \$ 20 and Binding		\$ 20	\$ 20	\$ 20
Travel				
LA to DC (4 Trips) (2 Travelers 7 Days)	\$20,596	\$20,596	\$20,596	20,596
LA to Sunnyvale (8 Trips) (2 Travelers 2 Days)	5,664	5,664	5,664	5,664
LA to C Springs (12 Trips) (2 Travelers 2 Days)	30,408	30,408	30,408	30,408
TOTAL ODC (Including Travel)				\$56,688

A. **Evaluation of ODC:** The \$20 for ODC is proposed for miscellaneous costs **related** to reproduction and binding of reports and allowable mail and phone charges. The proposed \$20.00 is considered acceptable for this effort.

111. Evaluation of Travel Costs

A. Evaluation of Travel Costs

The \$56,668 proposed is required for contractor personnel to travel from LA to Sunnyvale, CA; Colorado Springs, CO; and Washington DC in support of SOW requirements. The trips proposed are necessary for data collection, attending meetings with **AFSPC**, and briefing Program **Office** Estimates. This proposed \$56,668 is acceptable given historical experience and scope of SOW requirements.

1 Nov 95

**Specialized Cost Analysis
Support (SCAS)
Handbook**

Coordination

JEFFREY W. DEDRICK
Contracting Officer

DAVID HANSEN
SMC. Chief of Cost

GAIL VRANICAR
Competition Advocate

JULIA ECKART, Capt, USAF
Legal Representative

KAY L. LEE
SCAS Program Manager

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3. Functional Area Evaluator (FAE) Responsibilities
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5. Sample Cost Estimating Task Statement
6. Sample Technical Evaluation of Cost Proposal (Cost Estimating Task) - ———
7. Sample Commitment Obligation Expenditure Reconciliation Task Statement
8. Sample Technical Evaluation of Cost Proposal (Reconciliation Task)
9. Sample Cost Research Task Statement
10. Sample CAAS Operating Plan
11. CSRD Instructions
12. Sample Effective Date Letter
13. SCAS Points of Contact

1. INTRODUCTION

a. The purpose of **the specialized cost analysis support (SCAS) contracts** is to provide non-personal services to the **Space and Missile Systems Center (SMC) financial management and comptroller staff with the capability to accomplish responsive and enhanced cost analysis support and SMC program financial status data to Headquarters Air Force Materiel Command (AFMC) and SMC system program offices (SPO's).** The SCAS contracts shall be administered in accordance with DoDD 4205.2, **Acquiring and Managing Contracted Advisory and Assistance Services (CAAS)**, and AFMCR 70-4.

This document provides **SMC policy and instructions on how to prepare all documents required for delivery orders on the SCAS contracts.** A checklist containing the basic steps required to process a SCAS delivery order is provided in Attachment 1.

b. The delivery order, also referred to as "task statement," is the basis for the support an organization receives from a **SCAS contractor.** Delivery orders shall be based on the SCAS contract Statement of Work (SOW) **and its attachments.** ~~The SOW and related attachments~~ contains a "menu" of tasks the SCAS contractors may perform. The SOW defines tasks in the following eight disciplines:

- (1) General administrative, informational, management, data gathering, preparation, documentation and reporting support (including **interface meetings/progress reviews**)
- (2) Comprehensive cost **studies/analyses/estimates/** special studies & excursions, **technical/risk, cost/risk** and **schedule/risk** assessments
- (3) Cost-related research
- (4) T t i g
- (5) Acquisition reports
- (6) Program control
- (7) **Commitment/expenditure/obligation** reconciliation
- (8) Cost performance & schedule analysis and in-plant performance measurement system reviews

c. The following prime contractors may provide manpower support in accordance with delivery order tasks under the SCAS contracts:

- (1) EER Systems **Corp.**,
Contract **F04701 -95-D-0002**,
Small Disadvantaged Business
- (2) Management **Consulting & Research, Inc.**,
Contract **F04701 -95-D-0003**,
Small Business

- (3) **Tecolote Research, Inc.,**
Contract **F04701 -95-D-0004,**
Small Business

2. **GENERAL INFORMATION**

- a. **Scope.** The SCAS contracts are for professional **service** intended to supplement SMC resources by providing work as identified above in support of the Comptroller's staff. SCAS is neither a substitute for acquisition contractors nor a wholesale replacement for Air Force Manpower **resources**. The emphasis is to provide high quality support to program offices during **periods** of Peak/surge demands or when peculiar skills/expertise are required temporarily.
- b. **Contract Type.** The SCAS contracts are firm fixed **price/indefinite** quantity type contracts, with cost reimbursable other direct cost (ODC). The **only** charges allowed under these contracts are for direct labor, computer time, **travel** and per diem (out of the local area only). reproduction, phone and mail charges (directly related to data collection efforts only), and G&A. No hardware or software may be acquired and personal services are strictly forbidden. Furthermore, no equipment purchases **are** authorized under the SCAS contracts. A SCAS contractor cannot **manage** or direct government or acquisition contractor personnel. A SCAS contractor cannot be directly responsible for the expenditure of government **funds**. Also, Air Force program office **personnel** are not permitted to act as **supervisors** over SCAS contractor personnel; however, SPO **personnel** are responsible for the technical oversight and performance **evaluations** on SCAS contractor efforts.
- c. **Personal Services.** Each program **office** is responsible for ensuring that **no** personal services or tasks considered purely governmental in nature are provided by a SCAS contractor.
- d. **Funding.** Full funding of task orders is required for all delivery orders. Incremental funding is not allowed.
- e. **Security Classification.** Tasks can **be** issued up to TOP SECRET. If you require the contractor to have access to information with a higher or specialized classification, please contact the SCAS program manager to begin processing the required changes to the DD Form 254.
- f. **SCAS Focal Points.**
- (1) See Attachment 13 for a **list** of the points of contact.
 - (2) Each using program office **will** assign a functional area evaluator (FAE) for every delivery order it has issued. This **person** will be the single point manager for **all** **paperwork**, approvals and issues arising on a task. This person is the one **most** familiar with the

work being performed by the contractor. An individual can be the FAE on more than one task, but each task can only have one FAE.

g. **SCAS Reporting.** In order to ensure program offices get the best possible product, timely and accurate reporting is essential. The SCAS program manager should be immediately notified of any task order performance problems. Such reporting is essential to identify and correct performance problems either with a contractor or in a given functional specialty. Program office FAEs are responsible for evaluating performance and providing feedback on 31 Jan and 31 Jul of each year and at the end of each delivery order.

3. PROCEDURES

The entire process takes approximately two months from requirement identification to contract award so plan accordingly.

a. **FAE Orientation.** As soon as a program office decides it would like to acquire SCAS support, the assigned FAE shall meet with the SCAS program manager to review the details of the SCAS basic SOW, surveillance plan, the delivery order process, reporting requirements, focal point responsibilities, and SMC policy on SCAS use. Each individual is only required to have this training once for the SCAS contracts. The SCAS program manager is responsible for ensuring any changes to procedures are briefed to the FAEs. See Attachment for the checklist for processing delivery orders.

b. **Delivery Order Initiation.** The program office will develop a task statement and any required CDRs describing the task and ensure the desired tasks are within the scope of the SCAS contract prior to submitting a request for contractor support. SCAS task statements shall be within the scope of the SCAS contract SOW. The task statement paragraphs shall reference the basic contract SOW paragraph numbers to show the direct correlation. The task statement must be submitted in the following format:

1.0 Scope and Objective - Give overall objective for the task.

2.0 Background - State why this work is required and any limitations on the amount of work to be completed (e.g., only certain contracts or segments of the program to be reviewed). Historical data on tasks related to your current task should be referenced here.

2.1 Reference Documents - You can reference Attachment 3 of the basic SOW. If you need to reference a document that is not listed in Attachment 3 of the basic SOW then list it in this section.

3.0 Requirements - Identify the tasks the contractor will be responsible for managing and performing. See Attachments 5, 7, and 9.

3.1 Compliance Documents - Identify all the documents in paragraph 3.1 of the basic SOW the contractor must comply with. If none are applicable, state none.

3.2,33,3.4, etc... - Include subparagraphs describing the task in enough detail so that ANY of the three contractors **could perform** the task Without contacting the government for further instructions. Use the subparagraphs for the basic **structure** of your task statement and add program specific details. Each subparagraph should reference to the specific **paragraph(s)** in the basic SOW that contain the description of the work being requested. Reference the **sample** task statements (Attachments 5, 7, and 9) for guidance on the **level** of detail that a SCAS task statement should contain. If the **subtask** you reference is exactly how it is written in the basic SOW then you simply need to make a reference to the basic SOW paragraph.

4.0 Deliverables - Reference the CDRL list as Exhibit A to the task statement.

5.0 Period of performance - This can be actual dates or the duration of the task. Unless you require work to be completed by a certain date. you should use the duration in the task statement. The following statement must be included under this section: (See Delivery Order [70F - PART I. SECTION F OF THE SCHEDULE] for **actual** period of performanc~}-----

6.0 Security Requirements - Describe the highest security requirements for this task (unclassified, proprietary, **secret**, etc...).

7.0 Government Furnished Property/Equipment/Information - Describe any products the government will provide to the contractor upon award of the delivery order. This listing will include any special software or items the contractor must use to perform the effort (e.g., previous estimates to be updated, cost models and government developed software products).

8.0 Point of Contact - Name, office symbol, and phone number of the FAE.

Exhibit A CDRL Sheet - This sheet is an exhibit to the task statement listing all deliverables required for the task by CDRL number with due dates. delivery format (e.g., hardcopy or magnetic media), delivery location, and delivery quantities. Unless YOU require a document by a certain date, you should use DADO references in the task statement.

c. **CAAS Operating Plan Development.** Prepare and submit the CAAS operating plan for the effort using the outline below. See Attachment 10 for a sample CAAS operating plan. Make sure your **CAAS** operating **plan** is signed.

I. Task Description - Brief description of the work being requested Since you must include the task statement and CDRLs with this plan. you can reference these documents.

II Task Justification - Why are you required to perform the work. Cite regulation. tasking memo, etc.

111. Estimated Cost - **The program** office is required to prepare and independent government cost estimate for the effort to be contracted. This estimate consists of the following items.

A. Contractor Costs - A high and low (based on highest and **lowest** contractor rates) estimate of the cost of contracting for this **work**. If possible, **use** historical data in calculating the estimate for the task . These are government developed estimates, not **contractor** developed estimates. Include the methodology used to determine the number of hours required as well as **ODC**. If there is substantial travel anticipated, list **destinations** and number of trips anticipated.

B. In-House Cost - Your estimate of the cost for the government to perform this work. In-house support is defined as any government personnel capable of doing this work, regardless if they are in your organization or not. Include the same information as in the contractor costs section. If the effort or **ODC** is different for the in-house estimate, explain why the difference exists.

IV. Contractor Support

A. Provide rationale for using contractor support instead of in-house resources.

B. (To be completed after receipt of statements of capabilities) **Provide a justification for** employing a specific contractor, if desired. State the capabilities of the preferred contractor that makes them the only or best option for performing the proposed task and why the other contractors cannot do the work using the statements of capability requested from **all** three SCAS contractors. If you have no preference, simply describe the capabilities **of** the contractors. The TOC Board has the final decision on the contractor selected. All task statements are required to have a contractor and in-house cost estimate in order to be processed.

d. **Document Review. Submit the task statement, CDRLs** (if required), and CAAS operating plan (Sections I through WA) to the SCAS program manager.

e. **Document Revision. Complete any changes** to documents as requested by the PCO and the SCAS program manager. Submit revised documents to the SCAS program management **office**. **All** changes to the task statement must be made before statements of capability are requested **from** the contractor.

f. **Statements of Capability.** All SCAS contractors must be **given an opportunity to review the task statement and describe their capability to perform this work. The task statement shall be included as an attachment to this request. The letter requesting these statements of capability is completed** by the SCAS program manager and signed out by the contracting officer and must require the **following** items, at a minimum:

Number of equivalent hours available in the contract ceiling

Manpower available to perform the task to include the number, **skills**, and security clearance (if task requires classified work) of the employees. No employee names are to be included. Also list subcontractors if their use is contemplated
Previous experience doing similar tasks, if any
Approach to performing the task
Rough order of magnitude estimate of EHs and ODC required
Any **GFP/GFE** required to perform the work requested.

You **can** either have the contractors deliver written statements, or they can brief them to you. There must be a **hardcopy** document of whatever is prepared for the contract files. The contractors will be given at least 5 working days to prepare this **document/briefing**. To ensure the contractor **has** enough room to cover the 6 bullets, a minimum of three pages will be allowed for the statements of capability. The format (hardcopy or briefing) and length chosen for the statements of capability must **be** the same for **all** contractors. If one contractor comes in **to** brief, **all** must be given the opportunity to brief. The contractors are required to submit a statement of capability or a letter stating that **they** do not wish to be considered for the delivery order.

In order for the SCAS program manager to complete the statement of capability letter, the FAE must inform the SCAS program manager of any special topics they want the contractors to address in their statements of capability. Please give this information to the SCAS program manager when you submit your revised task statement. If no request is given, the SCAS program manager will request the statements of capability be given in written format.

g. Complete CAAS Operating Plan. Complete Section IVB after receipt of statements of capability and submit to the SCAS program management **office**. Ensure the SCAS program manager has a signed copy of your CAAS operating plan.

h. TOC Board. Attend TOC Board meeting to determine which of the three SCAS contractors will perform the task. A copy of the task statement, **CDRLs** and sections I through **IVB** of the **CAAS** Plan must be provided to the SCAS program manager prior to scheduling of the **TOC** Board for distribution to the members. Members **will** be given at **least 2** business days to review the information to be discussed at the TOC Board.

As individual task requirements are identified and validated, they will be submitted to the TOC board consisting of representatives from **SMC/JAN** (legal), **SMC/PKRB** (PCO), **SMC/FMC** (Cost **division**), **SMC/PKO** (competition advocate), and **SMC/FMBI** (SCAS program manager). They will analyze individual task statements **for**:

1. Skills required to perform the*,
2. Quantity of personnel required to perform **the** task;
3. Similarity to preview **tasks** (if any) which might reduce effort required;
4. Availability of government **personnel** to perform the task.

The TOC **board** will then compare the **results** of their analysis to the present capabilities of all the contractors. The TOC boards decision will be based on the following criteria:

1. **Availability** of appropriately skilled **personnel**;
2. Availability of required quantity of **personnel**;
3. Demonstrated experience in previous tasks which might reduce effort required;
4. Equitability of tasks between contractors;
5. Special situations unique to this task order.

As a result of ~~the~~ analysis, the TOC board will recommend to the PCO ~~the~~ placement of the individual orders with the individual contractors.

i. **Cost Proposal.** Review cost proposal when received and inform the SCAS program manager and/or the PCO if the contractor's cost proposal is not acceptable and requires revision. **After** the request for cost proposal letter is sent out, **any** changes to the task statement must be coordinated with the contractor to ensure the changes do not affect the proposed costs. causing delays in the **final** processing of the **task**.

j. **Technical Evaluation.** The program office is responsible for evaluating the contractor's cost proposal. **The price will be** based on direct labor rates and reimbursable costs. Direct **labor** rates are based on the rates defined in the contracts, for each particular labor category, both prime and subcontractor(s). Material and travel costs (approved by the PCO) incurred by the contractor in the performance of the task statement are reimbursable. The contractor shall not exceed either the total hours or dollars on each order. The contractor is required to bill and will be paid at the actual rates negotiated for himself and/or his subcontractors. Prepare and submit the technical evaluation to the program management office. Attachments 6 and 8 are examples of technical evaluations. Below is an outline for the technical evaluation:

1) Introduction. Include the following:

- (a) **contractor** name
- (b) contract and ~~task~~ number
- (c) date of cost proposal
- (d) date of technical evaluation
- (e) description of any discussions held with the contractor to complete the evaluation as well as any changes made as a result of these discussions. This includes changes to either the cost proposal or task statement. Also include **any** discussions held with the contractor prior to submittal of the cost proposal to help **them** scope the work to be performed. include dates for these items.
- (f) list of all sections in the evaluation. All of the sections in the following paragraphs must be separately identified in the technical evaluation. If there is a section that does not apply, include the heading and state that it does not apply and why.

2) Evaluation of Labor. Include a breakout of the hours by labor category and a breakout by task statement paragraph with a description of the work to be performed by each labor category in the task statement paragraphs.

3) Evaluation of Other Direct Costs (except travel). Include a discussion of each category of ODC proposed (reproduction, computer, and long distance ~~phone/mail~~ charges for data collection) by the contractor to include why the charge is necessary. Phone and ~~mail~~ charges for normal ~~interface~~ with the government is not separately reimbursable.

4) Evaluation of Travel. Includes airfare, per diem. and rental car costs for task related travel. Each trip must be listed and justified. Local travel is **not** separately reimbursable.

5) **FIP Resources.** State whether **FIRMR** applies to your task (see paragraph k for requirements). **Also** include a chart that shows a build up of what type and how **much (\$ and %)** FIP resources are to be used on the task. The table must be included even if **FIRMR** does not apply.

6) Period of performance. State the period of performance. This must match what is in the task statement.

7) **Security Statement.** State the security classification of the task statement. This must match what is in the task statement.

8) **Signature block and signature of evaluator.**

k. Process CSRD. Process a **CSRD (AF Form 3215)** through **SMC/SC** (computer SPO) if FIP costs on the proposal are more than 20% of the total cost or \$500,000, whichever is less. The definition of **FIP** resources is defined in **FIRMR** Bulletin A- 1. FIP resources include any labor effort requiring the use of computer resources (except transcription) and computer usage charges in ODC. These items will be separately identified on the proposal. **CSRDs** must be routed through the SC focal point within your organization before going over to SC. See Attachment 11 for instructions on how to process the **CSRD**.

L Process funding document. All **SMC organizations located at LAAFB** will prepare and process an **AFMC Form 36 (purchase request, PR)** for the amount of the delivery order. This document can be completed as soon as the contractor is identified for the **task**; however, we suggest that you wait until you have reviewed the cost proposal to make sure you **include** the right amount of funding so you won't have to amend the PR to add or remove **funds**. The PR shall include the contract and delivery order numbers. The original finding document must be **forwarded** to the SCAS program manager. Other locations supported by these contracts can submit the appropriate **funding** document (e.g., AF Form 616 or program directive)

m. Final program management office processing. The **FAE** shall ensure the SCAS program manager has **all** the information necessary to submit the task order to the **PCO**. The package is passed to the **PCO** for issuance of a **delivery** order by **SMC/PKR**. If there is an urgent need for work to commence, the **FAE** should request the contracting officer to issue an "effective date" letter permitting the contractor to work at risk until the **delivery** order is formally **issued**.

Policy on Effective Date Letter Requests. In unusual circumstances, if contract performance must commence prior to distribution of the delivery order or contract modification the program office must describe the mission impacts which would result if performance does not begin by a specified date. All requests for effective date letters require adequate justification and the endorsement of the 2-Letter Office (i.e., signed by the program director). See Attachment 12 for a sample effective date letter.

n. **Change in FAE.** Program offices are required to notify the SCAS program manager of any changes to the FAE. FAE changes are submitted to SMC/PKR and become a part of the official contract files.

o* **interim Surveillance.** The FAE is required to submit semiannual reports on the contractors performance until the task is complete. The SCAS program manager will send out the surveillance checklists on 15 Jan and 15 Jul.

p“ **Monthly Invoices.** Review the invoices to verify the charges contained on the invoice are valid. If you find any discrepancies on an invoice, contact the SCAS program manager so the problem can be resolved.

q. **Modification to Delivery Orders.** All charges to delivery orders must be coordinated through the SCAS program manager. The extent of the work necessary to implement the change will depend on the type of change requested. The following items are required to process changes:

1. Letter from the requiring program office stating what needs to be changed and a justification for the change.
2. Amended task statement and CDRL sheet. Change the date on the task statement and bold any area where changes are made.
3. A cost proposal from the contractor detailing how the change affects the cost of the delivery order or a letter stating that the change does not impact the cost of the delivery order.
4. A technical evaluation of the cost proposal, if costs are impacted. (ODC and EH changes require a cost proposal even if the change does not affect the overall cost of the delivery order)
5. New or amended funding document, if there is an increase in the cost of the delivery order.
6. Amended CSRD if increased effort requires increased FIP resources not covered by the original CSRD.

When requesting an increase to the scope of the effort, the maximum increase is 35% of the original EHs put on the delivery order. For example, if you have a task that was originally issued for 8,000 EHs and you have already increased the effort by 1,000 EHs. Now you want to increase the effort again. The most you can increase it by is 1,800 EHs because the total of all amendments cannot exceed 2,800 EHs ($8,000 \times 0.35$).

r. **Delivery Order Completion.** **Delivery orders are** considered complete at the earliest :

1. Delivery of the required **final** product (e.g., data item);
2. The expiration of the delivery order period of performance;
3. **The** expenditure of the funds allocated to **the delivery** order by **the** program office.

The SCAS program manager will forward the final DD Form 250 provided by the SCAS contractor to the FAE. The FAE must assure the DD Form 250 is correct and sign within two working days if the work has been completed satisfactorily. If the work has not been completed satisfactorily, the FAE must immediately **notify** the SCAS **contractor's** task leader, the SMC SCAS program manager and the SCAS PCO. The SCAS program manager will convene a meeting which includes the program **office**, the contractor, and the SCAS PCO to resolve the issues precluding signing of the DD Form 250. Signing the DD Form 250 has serious ramifications of which the FAE must be **fully** aware. Attachment 3, "FAE Responsibilities." emphasizes the importance of the DD Form 250. This is mandatory reading for all FAEs. The FAE **will** also forward a copy of the final performance evaluation report to the SCAS program manager.

Attachment 1

Checklist for Processing Delivery Orders

Checklist for Processing Delivery Orders

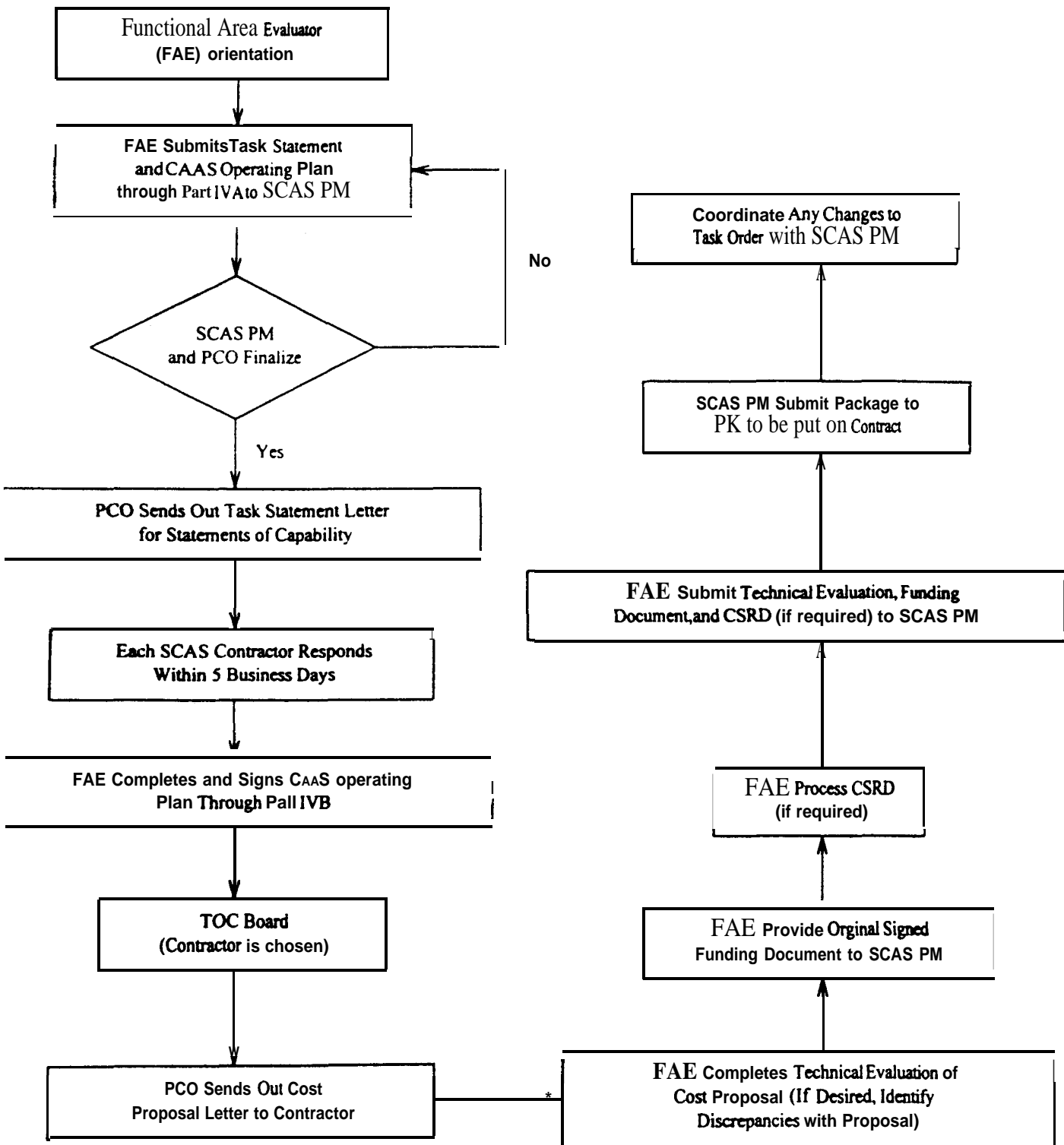
1. Determine whether the work required is within scope of the SOW
2. Receive FAE training from the SCAS program manager.
3. Prepare task statement and CDRLs (if necessary).
4. Prepare CAAS operating plan sections I through IVA.
5. Send SCAS program manager a copy of the task **statement**, CDRLs (if required), and CAAS operating plan sections I through IVA for the initial document review.
6. Complete any changes to the documents as requested and submit revised documents to the SCAS program manager.
7. Review statements of capability and complete section IVB of the CAAS operating plan. Submit a signed copy to SCAS program manager.
8. Attend TOC Board Meeting.
9. Perform technical evaluation of the cost proposal and forward a signed copy to the SCAS program manager.
10. Process **CSRD**, if required.
11. Send original **funding** document to SCAS program manager.
12. If desired, submit an effective date letter.
13. Review monthly invoices for accuracy.
14. Maintain a surveillance folder for each delivery order.
15. Contact the SCAS program manager when changes are required on the delivery order.
16. Complete performance evaluations by 31 Jan and 31 **Jul** of each calendar year and a final evaluation at the end of the task.
17. Complete performance evaluation, review DD Form 250, and return both to SCAS program manager.

-

Attachment 2

SCAS Flow Chart

SCAS Task Order Process



Attachment 3

FAE Responsibilities

FUNCTIONAL AREA EVALUATOR (FAE) RESPONSIBILITIES

1. The fictional area evaluator (FAE) has the **following** duties **under the SCAS contract**:

- a. Surveillance over work performance.
- b. Review and recommend approval or rejection of **inspection/acceptance documents** (DD form 250's). Complete surveillance plan and return to SCAS program manager.
- c. During any planned absence ensure that the SCAS program manager is informed and an alternate FAE is available to answer inquiries and to monitor continuing progress.
- d. **Notify** the SCAS program manager and PCO of any noted deficiencies.
- e. Provide semiannual evaluation (**Jul** and **Jan**) of contractor's performance.

2. In addition to the **official** contract delivery order file maintained by the contracting **officer** (SMC/PKRB), each FAE is required to maintain a surveillance folder (reference SCAS surveillance plan).

3. FAEs cannot change the scope of work, delivery dates, labor and material commitments, or other terms and conditions of a delivery order. Changes to SCAS delivery orders may only be initiated by a contracting **officer**. All proposed changes must first be brought to the contracting **officer's** attention. They are then reviewed to determine whether the changes may be accomplished within the terms of the contract. The contracting officer then requests, in writing, a change proposal from the contractor. The changes can only be implemented after concurrence by the contracting officer. The change is documented and issued by a formal contract document (modification) signed by a duly authorized contracting officer.

Attachment 4

CDRLs

CDRLs

You must reference a CDRL number for all deliverables requested on the delivery order. The **CDRLs** included in the basic contract contain the most **stringent** reporting requirements. You can tailor out anything that does not apply to your task. The only **CDRLs** that **cannot** be changed are **AO01, A006, AO11, and A032**. If using **CDRLs** already identified in the basic contract, **only the CDRL sheet** is required; however, if you request a new **CDRL**, a **DD Form 1423** is required for each new **CDRL**. Please ensure the SOW paragraph you reference has the **CDRL** you want.

To help you muddle through the **CDRLs** here is a key.

AO0 1- status report for the task **managers/FAEs**

AO02 - generic report for **analyses/estimates** that do not require any specific content or format other than what is stated on this **CDRL**. For Bluebooks see A021.

AO03 - documentation for any computerized tools developed by contractors

AO04 - briefing charts and other presentation materials

AO05 - trip report

AO06 - plan on how the contractor intends to proceed with the task

AO08 - teaching materials for training courses

AO09 - student materials for training courses

AO 10- minutes for any meeting held with or by the contractor which needs to be documented. This is important for meetings concerning decisions that impact the scope of the work or contractor problems. These actions require the involvement of the PCO and contract manager.

AO11 - schedule chart accompanying the status report

AO12 - Program schedule report

AO 13- documentation of efforts for ObligationExpenditure tasks

AO14 - **DAES** formats

AO15 - **SAR** format

AO16 - **MAR** format

AO17 - **CARD** format

AO18 - **POM**. Since the format of this submission changes every year, you must provide the format to the contractor in this **CDRL**

A019- **BES**. Since the format of this submission changes every year, you must provide the format to the contractor in this **CDRL**

A020 - C/S review documentation

A021 - bluebook format

A022 - Cost Model (CER) documentation

A023 - Cost Study (non CER or Database) documentation

A024 - Cost Database documentation

A025 - procedures for collecting, organizing and normalizing data

A026 - **COEA** format

A027 - **CCDR** plan format

A028 - collect any data developed by the contractor in support of the task which is not formally requested on a **CDRL**. The information is delivered in whatever format the contractor **has** developed. To put this information in a specific format, you must include a **CDRL**.

A029 - description of company procedures for charging work and costs to the delivery orders. This **CDRL** will be requested one time from the contractor by the contract manager. If you want to see these procedures, we will provide you with a copy.

A030 - President's Budget format. Since the format of this submission changes every year, you must provide the format to the contractor in this **CDRL**.

A03 I - APB format

A032 - description of how the contractor will interface with subcontractors. This **CDRL** will be requested one time from the contractor by the contract manager. If the contractor has multiple subcontractors, the contractor can either submit one document covering **all** subs or develop separate documents for each. If you want to see these procedures, we will provide you with a copy.

Attachment 5

Sample Cost Estimating Task Statement

ATTACHMENT 1

TASK STATEMENT

FOR

COST ESTIMATING SUPPORT

ABC PROGRAM OFFICE

XX XXX 9X

THIS ATTACHMENT, INCLUDING **COVER**, CONSISTS OF FIVE PAGES

**COST ESTIMATING TASK STATEMENT
FOR THE
ABC
PROGRAM OFFICE**

1.0 SCOPE and OBJECTIVE

This effort specifically provides Space and Missile Systems Center (SMC) with Life Cycle Cost (LCC) Estimating (i.e.: development, procurement, sustainment, operations & support) support for the ABC program **office** in support of milestone decisions and higher headquarters tasking/analyses. The objective of this task is to prepare a program life cycle cost estimate, architecture trade studies, and payback analyses for the ABC program office.

2.0 BACKGROUND

In the past few years, the ABC program **office** has grown to include the Consolidated Space Operations Center (CSOC) and the automated remote tracking stations (ARTS). Additionally, the communications, and command and control segments **have begun** concept and design activities. Consequently, cost estimating **support** is required to perform (1) a program **office** estimate (POE) for the current baseline system, (2) and architecture trade studies and payback analyses on **future** systems which will have a **future** impact on the POE.

2.1 Reference Documents: Refer to the documents in Attachment 3 of the basic contract of exact issue, while performing tasks in the **pertinent/applicable** area(s) for additional information.

3.0 REQUIREMENTS

The tasks for this effort are listed below. Some SOW paragraphs have been tailored and are written in **full** in the task statement. Associated due dates are listed in Exhibit A, CDRL sheet, in terms of days **after** date of order (**DADO**).

The contractor shall perform only the work described in this delivery order issued by the contracting **officer**. All analyses and assessments **shall** be subject to government approval. No task work **shall** be initiated by the contractor without a completed (authorized) delivery order issued (executed) by the contracting officer.

3.1 Compliance documents: The contractor shall comply with the requirements of the following documents of exact issue **shown**, to the extent tailored in the specific **delivery** orders, when performing tasks in the pertinent areas:

SOW paragraph 3.1.4.

Cost Estimate Guidelines --23 Mar 95

3.2 Subtask 1: Kick-Off Briefing/Meeting

SOW paragraph 3.2.2.1

3.3 Subtask 2: Task Plan

SOW paragraphs 3.2.1.2, 3.2.2.2, 3.2.2.3, 3.2.2.6, 3.2.2.8

3.4 Subtask 3: Technical Estimating Baseline

The contractor shall review **and** update the existing technical estimating baseline as required. The technical estimating baseline shall be used as the basis for the development of the PCE. (SOW paragraph 3.3.1)

3.4.1 Subtask 3a: Draft **Work Breakdown Structure (WBS)**

The contractor **shall modify** the **WBS** index and dictionary as required to support estimating activity (SOW paragraphs 3.2.2.5) with emphasis on isolating and capturing nonrecurring, retuning, and support costs into separately identifiable, **segregable** and distinct programmatic effort that directly relates to specific technical content as described in the program **office** specifications, technical documentation and direction. The cost estimate WBS will ensure that all costs are captured accurately, reliably and as completely **as** possible.

3.4.2 Subtask 3b: Identify Risk Drivers

The contractor shall **identify** the specific technical parameters that have the **greatest** influence on the cost of the existing elements. Parameters that account for more than 20% of the cost of the prime mission product should be identified. (SOW paragraph 3.3.4.7).

3.4.3 Subtask 3c: Document Technical Baseline

The contractor shall document the technical baseline for the program office estimate in a separate appendix in the bluebook. (SOW paragraph 3.3.1)

3.5 Subtask 4: Collect Data

SOW paragraph 3.2.2.7.3

3.6 Subtask 5: Program Cost Estimate (PCE) Bluebook

SOW paragraph 3.3.4.9

3.6.1 Subtask 5a: Draft Program Cost Estimate Bluebook

SOW paragraphs 3.2.2.4, 3.2.2.8, 3.2.2.9, 3.2.2.11, 3.3.2.1, 3.3.2.2.3.3.2.3.
3.3.4.3.3.3.4.4, 3.5.1 .5.3

3.6.2 Subtask 5b: Perform Architecture Cost Trade Studies and Payback Analyses

The contractor shall fully perform & document all the AFSCN architecture cost trade studies and payback analyses IAW all pertinent guidance, regulations, handbooks and public laws (SOW paragraph 3.3.4.6.1) for inclusion as an identifiable addendum to the PCE. The contractor can expect to perform at least three architecture cost trade studies analyzing approximately 10 different options in each study. Additionally, the contractor can expect to perform at least 2 payback analyses of major upgrades to the AFSCN.

3.6.3 Subtask 5c: What ifs

The contractor shall support quick turnaround “what if” exercises with **estimates and appropriate analysis. The can expect to perform approximately ten “what if”** exercises. (SOW paragraph 3.3.4.6. 1.16)

3.6.4 Subtask 5d: Final PCE Bluebook& Database

SOW paragraph 3.3.4 .10.2

3.7 Subtask 6: Interface Meetings/Progress Reviews

SOW paragraphs 3.2.1.5.1.2,3.2.1.5.2, 3.2.1 .6.2,3.2.1.6.2.1

3.8 Subtask 7: Contractor Personnel

SOW paragraphs 3.2.1.1.1.1, 3.2.1.1.1.1.1, 3.2.1.1.1.1.2, 3.2.1.3

4.0 DELIVERABLES

See Exhibit A for CDRL list.

5.0 PERIOD OF Performance

The period of performance for this cost estimating support effort shall be **365 days**. (See delivery order [70F - PART I. SECTION F OF THE SCHEDULE] for actual period of performance).

6.0 SECURITY REQUIREMENTS

The contractor shall be required to work with classified material up to the Top Secret Special Background Investigation (SBI) level with **national** programs.

7.0 GOVERNMENT PROVIDED DOCUMENTATION

The ABC program office will provide all current cost documentation to the **contractor**. This documentation will be a compilation of cost estimate support performed under task

8.0 POINT OF CONTACT

The POC for this task statement is Capt World B. Free. SMC/AB, 3-XXXX. _____ .

EXHIBIT A

CONTRACT DATA REQUIREMENTS LIST (CDRLs)

FOR

ABC PROGRAM OFFICE

COST ESTIMATING SUPPORT

XX XXX 9X

THIS ATTACHMENT, INCLUDING COVER, CONSISTS OF TWO **PAGES**

Exhibit A
ABC Program Office

<u>SUBTASK</u>	<u>DELIVERABLE</u>	<u>CDRL</u>	<u>FORMAT</u>	<u># COPIES</u>	<u>DUE DATE</u>
1	Kick-Off Briefing/Meeting	A004 A011	H H	1 1	5 DADO 5 DADO
2	Task Plan Draft	A004 A006 A011	H/M H H	1 1 1	15 DADO 15 DADO 15 DADO
	Final	A006	H/M	2	5 AROC
3a	WBS/Plan	A021	H/M	1	15 Jun 95
3b	Risk Drivers Identification	A021	H/M	1	15 Jun 95
3C	Technical Baseline	A021	H/M	1	15 Jun 95
4	Data Collection	A021 A028	H/M H	1 1	15 Jun 95 10 AROC
5a	Draft Program Cost Estimate (PCE) Bluebook	A004 A021	H H/M	1 2	15 Jun 95 15 Jun 95
5b	Trade StudiedSpecial Studies	A002 A004	H/M H	1 1	As required As required
5C	"What ifs"	A002	H	1	As required
5d	Final PCE Bluebook	A004 A021	H H/M	1 2	10 AROC 10 AROC
7	Financial and Status Reports	A001 A004 A011	H H H	2 2 2	Monthly Monthly & As Required Monthly

H = Hard Copy
M = Magnetic Copy
R = Reproducible Copy

DADO = Days After Delivery Order
AROC = After Receipt of Comments

Attachment 6

Technical Evaluation of Cost Proposal Cost Estimating Task

**TECHNICAL EVALUATION OF
ABC SPO COST ESTIMATING SUPPORT
CONTRACT F04701-95-D-0004**

Contractor/Delivery Order #: F04701 -95-D-00040003

XX XXX 95

Period of Performance: 12 months (365 days)

Technical Evaluator's Name: Capt World B. Free

BACKGROUND: This proposal was submitted to provide Space and Missile Systems Center (SMC) with life cycle cost (LCC) estimating (i.e.: **development**, procurement, sustainment, operations & support) support for the ABC program office in support of milestone decisions and higher headquarters **tasking/analyses**. The objective of this task is to prepare a program life **cycle** cost estimate, architecture trade studies, and payback analyses for the ABC program office.

A complete evaluation of the proposal has been made and is documented in the following format:

- 1) Evaluation of labor
- 2) Evaluation of other direct costs (except travel)
- 3) Evaluation of travel costs
- 4) Evaluation of computer resource requirements
- 5) Period of performance
- 6) Security clearance

I. Evaluation of Labor

TECOLOTE

LABOR

Skill Level (Labor Mix)	Level of Effort (#of Equiv. Hrs)			Labor Rate (\$)	cost
	Proposed	Min	Max		
Senior Technical Expert	3,524	2,230	3,524	\$50.81	\$179,054
Senior Task Leader	1,121	709	1,121	50.81	\$56,958
Senior Analyst 2	6,873	4,352	6,873	50.81	\$349,217
Senior Analyst 1	2,350	1,487	2,350	50.81	\$119,404

Junior Analyst	4784	2,409	4,784	50.81	\$243,075
Data Technician	<u>975</u>	<u>939</u>	<u>975</u>	<u>50.81</u>	<u>\$49540</u>
	19,627	12,126	19,627 X	50.81=	\$997.248

The total hours proposed by the contractor (listed below) reflects the requirement specified by the Statement of Work. These hours areas follows:

Labor Category	SOW Paragraph						Total Hours	Equivalent Hours
	3.1	3.2	3.3	3.4	3.5	3.7		
SR Task Leader	9	30	154	123	251	63	630	1121
SR Tech Expert	0	0	968	376	592	0	1936	3524
SR Analyst 1&2	19	75	2645	705	3115	94	6653	9223
JR Analyst	0	0	870	478	1555	0	2903	4784
Data Technician	115	80	182	201	464	162	1204	975
Total Labor Hours	143	185	4819	1883	5977	319	13326	19627

Contractor's proposed work under this task is in accordance with the task statement of work for the ABC program office to perform cost estimating support. The government's minimum and maximum estimated equivalent hours were based on historical data of previous cost estimating task (tasks 38,49, and 86 of contract F04701-87-D-0004; tasks 13 and 31 of contract F04701-90-D-0001, and task 18 of contract F33657-90-D-0051) requirements and fact finding with the contractor. During fact finding, we discussed the task SOW with Tecolote technical personnel and compared the proposed hours to historical hours of previous requirements plus the work to be performed under this task. Tecolote has laid out a plan to accomplish the required effort, explained their systematic approach, and provided the necessary information to justify the equivalent hours needed to complete the required task.

Senior Technical Expert (STE) (3,524 EHs): The STE 1 (3,422 EHs) will provide independent technical advice in support of cost estimating requirements, estimate structure/content, and cost estimating methodologies; perform analysis. This person will also, provide architectural information to augment technical estimating baselines. Will develop risk analysis procedures tailored to unique requirements and characteristics of the ABC program office; provides interactive guidance in preparation of estimates, to include technical completeness and estimating logic; acts as liaison on a regular basis between engineers providing estimating technical baseline and other analysts on the task; etc. The STE 2 (102 EHs) will provide technical advice on cost estimating requirements, estimate structure, cost methodology, and perform documentation/analysis review. Identifies alternative approaches and resources for any major problem areas. Reviews cost risk analysis and supporting documentation; provide interactive guidance in preparation of estimates, briefings, documentation, and training materials; etc.

Senior Task Leader (**STL**) (1121 **EHs**): The **STL** will provide technical advice on estimate structure, cost methodology, and documentation of requirements. constructs architecture and strategies for cost estimating support. Ensures availability of appropriate resources in preparation of program cost estimates and cost excursions. Supervises support to the estimate review preparation process. and the preparation of program status **briefings** and ensures proper follow-up. Provides interactive guidance in preparation of estimates, briefings, and documentation. Identifies alternative approaches and resources for any major problem areas; review cost risk analysis and supporting documentation; etc.

Senior Analyst 2 (**SA 2**) (6,873 **EHs**): The **SA 2** will perform the task manager fiction for performance of the task **SOW**, manage analysts, allocate task resources, and plan talk budget. Manages the development of the **ABC blue book**. Supervise the development of estimates and associated documentation. Provides independent cost estimating support to the **ABC program office** including the mapping of estimate work breakdown structure (**WBS**) elements into the program office functional **WBS**. Provides support to architecture cost trade studies; specialized software estimating support. etc.

Senior Analyst 1 (**SA 1**) (2,350 **EHs**): The **SA 1** will provide independent cost estimating support to the **ABC Program Office** including the mapping of estimate **WBS** elements into the program **office** fictional **WBS**. Performs risk analysis on estimates including identification of risk drivers. Provides documentation in support of the Program Cost Estimate and related cost trade studies, etc.

Junior Cost Analyst (**JCA**) (4,784 **EHs**): The **JCA** will document **WBS** mapping for program cost estimate; assists in risk driver identification during the performance of cost estimating activities; perform **data** collection efforts; and assists **in** performing program cost estimate.

Programmer/Data Technician (**P/DT**) (975 **EHs**): The **P/DT** will assist cost analysts in collecting, organizing, and maintaining cost related data; also assists schedule analysts with **database** maintenance, report and graphic generation, and compiling and copying estimate. Provides administrative support to the production of the **ABC POE**; and assists with automated production of briefings, deliverables, and spreadsheets.

The contractor (**Tecolote**) has proposed the appropriate labor skills for this effort and the government takes no exception to the total 19,627 equivalent hours **proposed by the contractor**. We have reviewed the total direct hours, equivalent hour values, and total equivalent hours and found that the above proposed hours and labor skills are necessary to complete the task as proposed.

II. Evaluation of Other Direct Costs

OTHER DIRECT COST (ODC) (INCLUDING TRAVEL)

	Proposed	Min	Max	cost
ODC Reproduction and Binding	\$ 20	\$ 20	\$ 20	\$ 20
Travel				
LA to DC (4 Trips) (2 Travelers 7 Days)	\$20,596	\$20,596	\$20,596	20,596
LA to Sunnyvale (8 Trips) (2 Travelers 2 Days)	5,664	5,664	5,664	5,664
LA to C Springs (12 Trips) (2 Travelers 2 Days)	30,408	30,408	30,408	30,408
TOTAL ODC (Including Travel)				\$56,688

A. Evaluation of ODC: The \$20 for ODC is proposed for miscellaneous costs related to reproduction and binding of **reports** and allowable **mail** and phone charges. The proposed \$20.00 is considered acceptable for this effort.

III. Evaluation of Travel Costs

4. Evaluation of Travel Costs

The \$56,668 proposed is required for contractor personnel to travel from LA to Sunnyvale, CA; Colorado Springs, CO; and Washington DC in support of SOW requirements. The trips proposed are necessary for data collection, attending meetings with AFSPC, and briefing Program Office Estimates. This proposed \$56,668 is acceptable given historical experience and scope of SOW requirements.

XV. Evaluation of Computer Resource Requirements

Computer Resource Requirements

Federal Information Processing (FIP)

Skill Level (Labor Mix)	Level of Effort (#of Equiv. Hrs)			Labor Rate (\$)	cost
	Proposed	Min	Max		
Senior Technical Expert	704	704	704	\$50.81	\$35,770
Senior Task Leader	0	0	0	50.81	0
Senior Analyst 2	1,375	1,375	1,375	50.81	\$69,863
Senior Analyst 1	470	470	470	50.81	\$23,881
Junior Analyst	1,204	1,204	1,204	50.81	\$61,175
Data Technician	s	-	<u>657</u>	<u>50.81</u>	<u>\$33,382</u>
	4,410	4,410	4,410 x	50.81=	\$224,072

FIRMR is applicable to this contract action.

FIP Hours	4410
Equivalent Hour Rate	50.81
FIP Service Costs	\$224,072
Computer Services	\$0
TOTAL	\$224,072

Total Order Estimate **\$931,433**
 FIP % of Total Order Estimate **24%**

The proposed estimated FIP resources has been evaluated and is considered acceptable for this effort. A computer systems requirement document (CSR) is required as there is significant use of FIP resources by the contractor performing services and the threshold is above \$500,000 or 20 % of total cost. in accordance with FIRMR 201-39 .101-3 (a) (2) (iii) (A) and (B). The total amount of \$224,072.00 will be added to the running total of FIP resources on the SCAS contracts to assure the DPA for FIP is not exceeded.

V. Period of Performance

The period of performance for this work effort is 365 days from the date of delivery order.

VI. Security Clearance

The security clearance required for this work effort is Top **Secret** Special Background Investigation (SBI) level with national programs.

VII. Conclusion

I have completed my technical reviewed of the total direct hours, equivalent hour values, total equivalent hours, ODC, travel, and FIP resources, and found that the above labor hours. ODC. travel and FIP are necessary to complete the task. Based on all of the information above we take no exception to the contractor's proposal.

WORLD B. FREE, Capt, USAF
Cost Estimator

Attachment 7

Sample Commitment Obligation Expenditure Reconciliation Task Statement

ATTACHMENT 1

TASK STATEMENT

FOR

**COMMITMENT/OBLIGATION/EXPENDITURE RECONCILIATION
SUPPORT**

ABC PROGRAM OFFICE

XX XXX 9X

This attachment, including this cover page, consists of 4 pages

**COMMITMENT/OBLIGATION/EXPENDITURE RECONCILIATION
SUPPORT
FOR THE
ABC PROGRAM OFFICE**

1.0 SCOPE AND OBJECTIVE

The purpose of this task is to provide reconciliation support by analyzing data from various government accounting systems for the ABC program office. The contractor shall conduct research to **identify** errors and recommend remedial actions. The total effort will include the reconciliation of current and prior year finding execution data and reports. There may be errors in the accounting system due to incorrect **billings**, payments and entries. Several contract line items with prior year funding require billing price adjustments, but must be reconciled with SPO and accounting records before adjustments are made.

2.0 BACKGROUND

The elimination of the merged "M" account on 1 Oct. 93 is a major change to budgetary business practices. **unliquidated** obligations (ULOs), or unexpended **funds**, which have lapsed/canceled will no longer be available for expenditures and will require replacement with currently available funds. This may have a major impact on our programs and it is imperative that these ULOS be properly charged and expended. In the case of contracts, many organizations are involved in the **separate/manual** posting of recorded obligations and expenditures: the system program office (SPO) that originates the **document**, the procurement office which processes the contracts, the defense finance **and accounting service (DFAS) accounting office** and the DFAS paying stations. in many cases, because these various **organizations'** records do not reconcile, payments have **been** made inappropriately. Reconciliation of records must be accomplished so that corrected expenditures may be posted. In most cases, the ULOS should have been expended for **effort** performed earlier in the contract. This reconciliation must be completed to verify actual costs incurred on current contracts and to close out the contracts.

2.1 Reference Documents: Refer to the documents in Attachment 3 of the basic contract of exact issue, while performing tasks in the **pertinent/applicable** area(s) for additional information.

3.0 REQUIREMENTS

The tasks for this effort are listed below. Some SOW paragraphs have been tailored and are written in full in the task statement. Associated due dates are listed in Exhibit A, CDRL sheet, in terms of days tier **date** of order (**DADO**).

The contractor shall perform only the work described in this delivery order issued by the contracting officer. **All analyses** and assessments shall be subject to government approval. No task work shall be initiated by the contractor without a completed (authorized) delivery order issued (executed) by the contracting officer.

3.1 Compliance Documents: The contractor shall comply with the requirements of the following documents of exact issue shown, to the extent tailored in the specific delivery orders, when performing tasks in the pertinent areas:

SOW paragraph 3.1.1.

3.2 Subtask 1: Kick-Off Briefing/Meeting

SOW paragraph 3.2.2.1

3.3 Subtask 2: Task Plan

SOW paragraphs 3.2.2.2, 3.2.2.3, 3.2.2.8, 3.2.2 .6, 3.2.1.2

3.4 Subtask 3 Data Collection and Reporting

The contractor shall collect data from the SPO, DFAS, program initiated commitments, obligations, and expenditures (**PICOE**), government accounting and **finance** system (**GAFS**), mechanization of contractor administration services (**MOCAS**), acquisition management information system (**AMIS**), cost reports, contractors, and other affected organizations. Data collection may also require travel to DFAS Columbus, DFAS Albuquerque, and contractor facilities. (SOW 3.8.3.2)

3.4.1 Subtask 3a: (SOW 3.833)

3.4.2 Subtask 3b: (SOW 3.83.4)

3.4.3 Subtask 3c: (SOW 3.83.4.2)

3.4.4 Subtask 3d: (SOW 3.83.43)

3.4.5 Subtask 3e: (SOW 3.83.4.4)

3.4.6 Subtask 3f: (SOW 3.83.4.5)

3.4.7 **Subtask** 3g: (SOW 3.8.3.4.6)

3.4.8 Subtask 3h: (SOW 3.8.3.4.7)

3.4.9 Subtask 3i: (SOW 3.8.3.4.8)

3.4.10 Subtask 3j: (SOW 3.8.3.4.9)

3.4.11 **Subtask** 3k: (SOW 3.8.3.4.10)

3.5 Subtask 4: Interface Meetings/Progress Reviews

SOW paragraphs 3.2.1.5.1.2, 3.2.1.5.2, 3.2.1.6.2, 3.2.1.6.2.1

4.0 **DELIVERABLES**

See Exhibit A for CDRL list.

5.0 **PERIOD OF PERFORMANCE**

The period of performance for this Contract Reconciliation Effort shall be 365 days. (See delivery order [70F - PART I. SECTION F OF THE SCHEDULE] for actual period of **performance**).

6.0 **SECURITY REQUIREMENTS**

This task is unclassified.

7.0 **GOVERNMENT PROVIDED DOCUMENTATION**

The ABC program **office** will provide financial report data **from** the AMIS, MOCAS, PICOE, and CFSR databases to the contractor.

8.0 **POINT OF CONTACT**

The point of contact for this task statement is Lt. Joe **Montana**, SMC/AB, 3-XXXX

EXHIBIT A

CONTRACT DATA REQUIREMENTS LIST (CDRLs)

FOR

ABC PROGRAM OFFICE

CONTRACT RECONCILIATION SUPPORT

XX XXX 95

This **Attachment**, Including The Cover, Consists Of 2 Pages

EXHIBIT A
ABC Program Office

<u>SUBTASK DELIVERABLE</u>	<u>CDRL</u>	<u>FORMAT</u>	<u># COPIES</u>	<u>DUE DATE</u>
1 Kick-Off Briefing/Meeting				
Presentation Material A004		H	5	10 DADO
Project Planning Chart AO 11		H	5	10 DADO
2 Task Plan				
Presentation Material AO04		H	5	10 DADO
Draft Management Plan AO06		H	2	10 DADO
Final Management Plan AO06		H/M	2	10 AROC
Project Planning Chart AO 11		H	5	10 DADO
3 Data Collection and Maintenance				
Funds Reconciliation Report				
A013		H/M	2	Monthly
Final Funds Reconciliation Report				
A013		H/M	2	365 DADO
4 Interface Meetings/Progress Reviews				
Status Reports A00 1		H	2	Monthly
Technical Report AO02		H	2	As Required
Presentation Material AO04		H	4	As Required
Conference Minutes AO10		H	2	As Required

H = Hard Copy
M = Magnetic Copy

DADO = Days **A**fter **D**elivery Order
AROC = After Receipt of Comments

Attachment 8

Technical Evaluation of Cost Proposal Reconciliation Task

**TECHNICAL EVALUATION
ABC SPO RECONCILIATION SUPPORT
CONTRACT F04701-95-D-OO03**

Contractor/Delivery Order #: **F04701-95-D-OO03/0009**

XX XXX 95

Period of Performance: 4 months(118 days)

Technical Evaluator's Name: Mr. John Wayne

BACKGROUND: his proposal was submitted to support the ABC PEs 33603F, 33601 F, and 64479F reconciliation of obligation and expenditure data generated by various government financial and contract administration systems. The contractor shall analyze 78 unliquidated obligations (ULOs) that will include but are not limited to the following: military interdepartmental purchase requests (MIPRs), fund cite authorizations (FCAs), project orders (POs), miscellaneous obligation reimbursement documents (MORDs), and contracts.

A complete evaluation of the proposal has been made and is documented in the following format:

- 1) Evaluation of labor
- 2) Evaluation of other direct costs (except travel)
- 3) Evaluation of ~~travel~~ costs
- 4) Evaluation of computer resource requirements
- 5) Period of performance
- 6) Security clearance

I. Evaluation of Labor **—**

MCR

LABOR

Skill Level (Labor Mix)	Level of Effort (#of Equiv. Hrs)			Labor Rate (\$)	cost
	Proposed	Min	Max		
Senior Eng/ Tech Expert cost	44	44	44	71.77	3,158
Analyst	544	544	544	71.77	39,043
Junior Cost Analyst	532	532	532	71.77	38,182
Programmer/ Data Tech	<u>50</u> 1,170	<u>50</u> 1,170	<u>50</u> 1,170 x	<u>71.77</u> \$71.77	<u>3,588</u> \$83,971

Contractor's **proposed work under this task is in accordance with the** task statement of work for the ABC joint program **office** to perform obligation/expenditure reconciliation support. The government's min and **max** estimated equivalent hours were based on historical data of previous obligation/expenditure reconciliation requirement and fact finding with the contractor. During fact finding, we discussed the task SOW with MCR technical **personnel** and compared the proposed hours to historical hours of previous requirements. MCR has laid out a plan to accomplish the required **effort**, explained their systems approach, and provided the necessary information to **justify** the equivalent hours needed to complete the task.

Senior Engineer/Technical Expert (44 EHs): The technical expert is one of the senior vice presidents at **MCR, Inc.**, and these hours would involve review of the proposal, review of analytical findings, and periodic meetings with the ABC personnel.

Cost Analyst (544 EHs): The major portion of the labor identified with this effort will be performed by the cost analyst. She will oversee the junior cost analyst as well as participating in the data collection. **This** person will be the main interface with DFAS-LA, DFAS-Columbus, DFAS-Albuquerque, and the prime contractor. Specific efforts would include analyzing the program office conformed copy of the contract, visiting the paying station to review internal documentation, reviewing contractor voucher payments, and reviewing accounting and finance internal data and reports.

Junior Cost Analyst (532 EHs): The junior cost analyst will be primarily involved with a raw data collection from the program **office**, prime contractor, DFAS-LA, **DFAS-Columbus, DFAS-Albuquerque**, and AMIS.

Programmer/Data Technician (50 EHs): The work associated with the **programmer/data** technician **will** involve creating and **modifying** automated spreadsheets, loading raw data into automated spreadsheets, data transfer from one data base to another, and generating reports.

The contractor has proposed the appropriate labor skills for this effort and the government takes **no exception** to the total 1,170 equivalent hours proposed by the contractor. We have reviewed the total direct hours, equivalent hour values, and total equivalent hours and found that the above hours are necessary to complete the task as proposed.

IV. Evaluation of Computer Resource Requirements

Computer Resource Requirements

Federal Information Processing (FIP)				Labor	
Skill Level (Labor Mix)	Level of Effort (#of Equiv. Hrs)		Min	Max	Rate (\$) Cost
	Proposed				
Senior Eng/ Tech Expert	0	0	0	71.77	0
cost Analyst	27	27	27	71.77	1,938
Junior Cost Analyst	80	80	80	71.77	5,742
Programmer/ Data Tech	<u>50</u> 157	<u>50</u> 157	<u>50</u> 157	71.77	<u>3,588</u> \$11,268
Computer Service	4,160	4,160	4,160		4,160
TOTAL FIP					\$15,428

FIRMR is not applicable to this contract action.

FIP Hours	157
Equivalent Hour Rate	\$71.77
FIP Service Costs	\$11,268
Computer Services	\$4,160
TOTAL	\$15,428

Total Order Estimate	\$89,075
FIP % of Total Order Estimate	173%

The proposed estimated FIP resources has been evaluated and is considered acceptable for this effort. A computer systems requirement document (CSR) is not required as there is insignificant use of FIP resources by the contractor performing the services and the threshold is less

II. Evaluation of Other Direct Costs

OTHER DIRECT COST (EXCEPT TRAVEL)

	Proposed	Min	Max	cost
Reproduction	\$ 80	\$ 80	\$ 80	\$ 80
Computer Service	\$4,160	\$4,160	\$4,160	\$4,160
Other ODC	\$400	\$400	\$400	\$400
TOTAL ODC (Except Travel)				\$4,640
+ G&A @ 10%				\$ 464
ODC (Except Travel)(Including G&A)				\$ 5,104

Evaluation of Other Direct Cost (ODC) (Except Travel)

Reproduction - The proposed number of copies for this effort is monthly progress reports, verification reports, summary verification reports, and CLIN/ACRN expenditure matrix reports. The proposed 1,000 copies at \$.08/copy for a total of \$80.00 is considered acceptable for this effort.

Computer - The proposed number of computer resources for this effort is for an average of four computer service equivalent for four months. A computer service equivalent includes one computer, associated peripherals, disks, tapes, related supplies, and prorated printer support. The proposed \$4,160.00 for computer service equivalents is considered acceptable for this effort.

Other ODC - The \$400 for direct telephone, mail, supplies, parking, etc. is considered acceptable for this effort.

I have reviewed the total ODC proposed by the contractor and found that it is necessary to fulfill the requirements of this task.

III. Evaluation of Travel Costs

None

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than \$500,000 or 20% of the total **cost**, in accordance with **FIRMR** 201-39.101-3 (a) (2) (iii) (A) and (B). The total amount of **FIP** resources equates to \$15,428.00 (17.3%) as expressed by the contractor's proposal dated **XX XXX** 95.

TOTAL LABOR DOLLARS	\$83,971
TOTAL ODC (including G&A)	<u>5.104</u>
TOTAL ORDER PRICE	\$89,075

V. Period of Performance

The period of performance for this work effort is 4 months from date of delivery order.

VI. Security Clearance

The security clearance for this work effort is Secret.

VII. Conclusion

I have completed my technical reviewed of the total direct hours, equivalent hour values, total equivalent hours, the ODC, and FIP resources and found that the above labor hours, ODC, and FIP is necessary to complete the task. Based on all of the information above we take no exception to the contractor's proposal.

JOHN W. WAYNE, ILt, USAF
Budget Analyst

Attachment 9

Sample Cost Research Task Statement

ATTACHMENT 1
TASK STATEMENT
FOR
COST RELATED RESEARCH
SPACE AND MISSILE SYSTEMS CENTER O&S DATABASE
(PHASE 3)

ABC PROGRAM OFFICE

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This ~~attachment~~, including cover, ~~consists~~ of 4 pages

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COST RELATED RESEARCH
SPACE AND MISSILE SYSTEMS CENTER O&S DATABASE
(PHASE 3)
FOR ABC PROGRAM OFFICE

1.0 SCOPE and OBJECTIVE

The objective of Phase 3 is to further enhance the utility of the OSDB, specifically by updating strategic data records (particularly for the ground control) and adding records on the cost of **launch** systems at both the Eastern and Western space lift ranges.

2.0 BACKGROUND

The OSDB was designed to be a reference tool for the space systems life cycle cost estimator. Its structure has been **carefully** tailored to the OSD CAIGO&S cost estimating guide. Its content represents actual and budgeted manpower and material costs for major space programs. Its format was designed to facilitate consistent and complete O&S estimates for the ground control assets of space systems.

The database is intended to support analogy estimating, model calibration, cost estimating relationship (CER) **development**, and estimate verification. A stand alone database management software has been developed to facilitate searching, sorting, enhancement, and retrieval of the data records, thereby eliminating the necessity for the user to provide a database manager.

2.1 Reference Documents: Refer to the documents in Attachment 3 of the basic contract of exact issue, while performing tasks in the **pertinent/applicable** area(s) for additional **information**.

3.0 REQUIREMENTS

The tasks for this effort are listed below. Some SOW paragraphs have been tailored and are written in full in the task statement. Associated due dates are listed in Exhibit A, CDRL sheet, in terms of days **after** date of order (**DADO**).

The **contractor** shall perform only the work described in this delivery order issued **by the** contracting **officer**. All analyses and assessments shall be subject to government approval. No task work shall be initiated by the contractor without a completed (authorized) delivery order issued (executed) by the contracting **officer**.

3.1 Compliance Documents: The contractor shall comply with the requirements of the following documents of exact issue shown, to the extent tailored in the specific delivery orders, when performing tasks in the pertinent areas:

None

3.2 Subtask 1: Kick-Off Briefing/Meeting

SOW paragraph 3.2.2.1

3.3 Subtask 2: Task Plan

SOW paragraphs 3.2.2.2, 3.2.2.3, 3.2.2.6, 3.2.2.8

3.4 Subtask 3: Collect Data

3.4.1 Subtask 3a: Ground Program Segments O&S

The contractor shall update existing records with FY 1994 and FY 1995 data. The contractor shall acquire (SOW 3.2.2.7.3), validate, normalize (SOW 3.2.2.7.5), and input (SOW 3.2.2.7.4) these new data into the database in accordance with procedures established and approved in earlier phases, including the data collection guide and dictionary.

3.4.2 Subtask 3b: Launch Segment O&S

The contractor shall identify and qualify government and contractor sources for additional data records, concentrating on launch segments at both the Eastern and Western space lift ranges. The contractor shall acquire (SOW 3.2.2.7.3), validate, normalize (SOW 3.2.2.7.5), and input (SOW 3.2.2.7.4) these new data into the database in accordance with procedures established and approved in earlier phases, including the data collection guide and dictionary.

3.4.3 Subtask 3c: Deliver the OSDB

The contractor shall provide OSDB floppy disks containing the database and user interface program to designated SMC program **offices** and financial management **staff**. The contractor shall ensure each disk contains an encoded identification number and will maintain **configuration** control for all issued copies. The contractor shall be responsible for addressing all comments, questions and concerns about the user interface and user's manual and will report the disposition to SMC on a monthly basis.

The contractor shall consolidate and deliver the updated database. A hard **copy** report (including the source code) will include information on the changes and/or additions to the database and/or user interface (SOW 3.3.4.10.2).

3.4.4 Subtask 3d: Final Report

The contractor shall submit a final **report**, detailing the data sources, data points collected, changes to the database and recommendations for future work. If requested, the contractor shall present the results of the data collection effort to government sources that provided data for the database (SOW 3.3.4. 10.2).

3.5 Subtask 4: Interface Meetings/Progress Reviews

SOW paragraphs 3.2.1.5.1.2, 3.2.1.5.2, 3.2.1 .6.2,3.2.1.6.2.1

3.6 Subtask 5: Contractor Personnel

SOW paragraphs 3.2.1.1.1.1, 3.2.1.1.1.1 .1, 3.2.1 .1.1.1.2,3.2.1.3

4.0 **DELIVERABLES**

See Exhibit A for CDRL list

5.0 **PERIOD OF PERFORMANCE**

The period of performance for this cost research task shall be 210 days. (See delivery order [70F - PART 1. SECTION F OF THE SCHEDULE] for actual period of performance).

6.0 **SECURITY REQUIREMENTS**

This task is unclassified.

7.0 **GOVERNMENT-PROVIDED DOCUMENTATION**

The SMC cost division will provide the current O&S database, hardcopies of all current data records in the database, and the user's manual for the user interface. If **necessary**, the source code listing for the user interface shall be provided.

8.0 **POINT OF CONTACT**

The point of contact for this task statement is Ms. Lois Lane, SMC/AB,3-XXXX.

EXHIBIT A

CONTRACT DATA REQUIREMENTS LIST(CDRLs)

FOR

ABC Program Office

SPACE AND MISSILE SYSTEMS CENTER **O&S** DATABASE
(PHASE 3)

XX XXX 95

THIS ATTACHMENT, INCLUDING COVER, CONSISTS OF TWO PAGES

EXHIBIT A CDRL LIST

SUBTASK	DELIVERABLE	CDRL	FORMAT	# COPIES	DRAFT DUE DATE
1	Kick-Off Briefing/ Meeting	A004	H	1	5 DADO
		A011	H	1	5 DADO
2	Task Plan Draft	A004	H/M	1	15 DADO
		A006	H	1	15 DADO
		A011	H	1	15 DADO
	Final	A006	H/M	2	5 AROC
3c	OSDB	A002	H/M	2	21 ODADO
3d	Final Report				
	Draft	A002	H	1	180 DADO
	Final	A002	H	2	210 DADO
4	Financial and Status Reports	A001	H	2	Monthly
		A004	H	2	Monthly & As Req.
		A011	H	2	Monthly

H = Hard Copy
M = Magnetic Copy
R = Reproducible Copy

DADO = Days After Delivery Order
 AROC = After Receipt of **Comments**

Attachment 10

CAAS Operating Plan

**XYZ System Program Office
CAAS Operating Plan**

L Task Description

See attached task statement.

II. Task Justification

XYZ Cost Estimating Support - The SPO must maintain the integrity of the technical baseline as required by DoD Instruction 5000.2, Part II as tailored for less than major acquisitions. The program office must maintain the capability to effectively analyze and provide quality cost estimates and documentation.

III. Estimated Cost

<u>ESTIMATED EQUIVALENT HOURS(1)</u>	<u>LABOR RATE/HR (2)</u>	<u>LABOR COST</u>	<u>ODC (3)</u>	<u>TOTAL COST</u>
2850	High \$52.89	\$150,737	\$19,596	\$170,333
2850	Low \$44.37	\$126,455	\$16,439	\$142,894

(1) **This independent** cost estimate is based on historical data from a previous delivery order (**F04701** -90-D-0001/0052) and the level of effort (**LOE**) of previous contractor estimating support for the XYZ program. Previous efforts have contain similar tasks as those required in the attached task statement but delivery order **F04701** -90-D-0001 /0052 is the same effort with a few additions:

- (A) FY 92 total labor hours were 1950, this effort only included bluebook preparation.
- (B) FY 93 total labor hours were 4746, this effort included all current tasks.
- (C) FY 94 total labor hours were 3896, this figure accounts for the completion of the development of the financial management system.
- (D) FY 95 total labor hours were 2001, this includes upgrade of the current baseline.

The current contractor support cost estimate for FY 96 is 2850 equivalent labor hours.

(2) High and low FY 96 rates are from the three SCAS contractors,

Note: Please contact the SCAS program manager to determine the rates you should use.

(3) Other direct costs: This cost was developed based on a factor of 13% to the estimated labor costs. This factor was developed by using cumulative ODC costs (\$9,078) divided by cumulative labor costs (\$69,328) for **Tecolote** Task Order 52 under F04701 -90-D-0001

B. In-House Support Cost Estimate

ESTIMATED EQUIVALENT HOURS (1)	LABOR RATE/HR (2)	LABOR COST	ODC (3)	TOTAL COST
3278	\$33.98	\$111,386	\$14,480	\$125.866

(1) The estimated hours for in-house support includes an estimated 15% learning loss incurred by training of new personnel. This is slightly higher than the typical learning curve because this effort requires updates to the existing baseline and therefore requires additional time to “getup to speed”.

Note: If you want to use a learning loss percentage greater than 15%, you should provide ample justification to support it.

(2) SMC labor rate. Based on a fully burdened GS-13, step 5.

Note: Please contact the SCAS program manager to determine the government rate.

(3) The ODC costs are based on an estimate of 13% of total labor dollars. This is the same ODC percentage used for the contractor estimate.

Note: If the government ODC is different then the contractor ODC you must provide a justification of why there is a difference.

IV. Contractor Support

A. Contractor Support Justification: Contractor support is the only viable alternative for completion of task performance. The program office does not have the level of manpower or the appropriate personnel slots to complete this effort. The work in this delivery order is a bona fide need, government manpower is not available within the program office and the task is within the scope of the SCAS contract.

B. To be completed after receipt and review of all 3 statements of capability from the contractors. Simply address which contractor you would like to perform this work and list some justifications in support of this decision.

(SIGNED COPY)

JOE B. WAGER. Capt, USAF
Cost Analyst

Attachment 11

CSRD Instructions

CSRD Processing on SCAS Contract

1. **Determine** from contractor cost proposal if CSRD is required. Process a **CSRD** (AF Form 321 5) through SC if FIP costs on the proposal are more than 20?? of the **total** cost or \$500,000, whichever is less. **FIP** resources include any labor effort requiring the **use** of computer resources (except transcription) and computer usage charges in ODC. These items **will** be separately identified on the proposal. The **definition** of **FIP** resources is defined in **FIRMR** Bulletin A-1.

2. If required, submit the following items in a package to Lt. Ron **Ryan**, 363-3760, Bldg. 130, Room 2633D:

- a. **CSRD**, Air Force Form 3215 (See attached sheet for AF Form 3215 instructions)
- b. Copy of your task statement
- c. Copy of contractor's cost proposal

Note: To ensure timely processing of your **CSRD** ensure you have all the required items in the package submitted.

3. Normal processing should take about 5 business days. Check with Tsgt **Casinias**, 363-0665, **on the status of your CSRD.**

INSTRUCTIONS FOR COMPLETING AF FORM 3215, AUG 94

“REQUIREMENT TITLE:”

- Shorn concise title that gives accurate description of the requirement

“DATE REQUIRED:”

- **Date** needed (**factor** in funding and **procurement/implementation** actions)

“MISSION OR SYSTEMSUPPORTED:”

- If the requirement is in direct support of a mission or system, name it here

“REQUESTING AGENCYPOINT OF CONTACT”

- Organization/Office
- Name and grade
- Phone number

“REQUIREMENT (Generic Terms):”

- **Description of mission** deficiency or needs in functional terms (i.e., what **are** you trying to do)
- Provide all **available technical specifications and information to analyze your requirement** (provide attachments if necessary)

NOTE: Brand name or **specific item** requests may necessitate sole source justification from the customer.

“JUSTIFICATION:”

- What is the impact if this requirement is not fulfilled
- How will fulfilling this **requirement** help your unit **mission** or effectiveness
- Is **this** requirement dictated by other direction
 - Provide documentation or evidence of direction (i.e., messages, regulations. etc.)

“USER’S APPROVAL AUTHORITY”

- **Name** and grade of **organizational representative authorized to sign requirements**documents
- Duty Title
- **Organization/Office**
 - Are funds available from the user (check appropriate box keeping in mind if the requirement **will** be fulfilled using computer, O &M, or supply coded funds)

NOTE: On **LAAFB**, two-letters are the only **personnel** authorized to sign as user’s approval authority **unless** the two-letter has submitted a letter to 6 I **CS/SCXPR** authorizing other personnel to sign for them.

Attachment 12

Sample Effective Date Letter

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFMC)
LOS ANGELES, CA. 90248



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MEMORANDUM FOR SMC/PKR

FROM: SMC/CZ

SUBJECT: Effective Date Letter for Contract **F04701**-95-D-0004, Task 0010

1. The GPS JPO requests **Tecolote** be authorized to begin work 15 **Jun** 95 at risk on subject task, which is prior to the anticipated official delivery order date.
2. Submitted with this letter is a certified purchase request (PR) for \$300,000 and a technical evaluation of **Tecolote's** cost proposal.
3. If you have any questions or require additional information, please contact my program control chief, Maj Tom Crawford, at (310) 363-XXXX.

YOUR 2. **LETTER**, Col, USAF
G I'S **JPO Program Director**

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Attachment 13

SCAS Points of Contact